

“Equipment Request” – Form

To request equipment related to laboratory at CCIS, please complete the appropriate details asked in the form.

REQUESTOR INFORMATION

Your Name:

Department:

Date Reported:

IP Extension:

Room No.:

Priority for the Issues:

High

Medium

Low

Name of Lab Unit member handling your request:

Item Type:

Hardware

Software

Lab Name

Lab Number:

Item Name

Quantity

Unit Price

Total Price

The Problem is resolved:

Yes

No

In Progress

Date Completed:

YOUR SIGNATURE

APPROVED BY:

NAME: _____

SIGNATURE: _____