

Dean of the Faculty Office Equipment Request Form
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Faculty Member:

Department:

Campus Box:

Phone:

Delivery Address:

Describe the type of furniture/equipment/software needed and price.

Vendor Name/Address/Phone/Fax/Website:

Why do you need this furniture/equipment/software?

With what other faculty or departments can/will this equipment be shared, if applicable?

What do you use currently and where is it located? What will this purchase replace?

I have discussed this application with the department, which endorses its consideration.

Department Chair Signature:

Date: