Equipment Request Form

Please send the completed form to Dr. Hirschi as attachment via e-mail.

Date:

To: Kendal Hirschi, Chairman
Space and Equipment Committee
e-mail: kendalh@bcm.edu

From: **e-mail:**

Equipment requested:

Cost of equipment:

Primary use of equipment (project statement):

Names of other investigators or projects who would benefit from the equipment:

Justification (please include information regarding (a) importance to present and future projects and (b) why this specific equipment must be purchased or reassigned)

Is equipment currently available in the Center? Yes ☐ No ☐
If the answer is yes, provide the following information:

Current location:	Current user:	Serial #:	BCM tag #:	CNRC tag #:

Location of the new equipment:

Sole source: Yes ☐ No ☐
Sole source justification:

Equipment specifications (components and price breakdown):

Committee's recommendation: (Select the appropriate button)

	Bacha	Moran	Shen	Wu	Xu	Ogden	Hirschi	Bier
Approve	☐	☐	☐	☐	☐	☐	☐	☐
Disapprove	☐	☐	☐	☐	☐	☐	☐	☐