Study Equipment/Supplies Storage Request Form

To facilitate the processing of your request, please communicate initially with Mr. Bill Ogden (bodgen@bcm.edu or 713-798-7032) so that your need(s) and potential space(s) can be identified. Once the space has been identified, please complete the table below and e-mail it to the Space and Equipment Committee (Kendal Hirschi at kendalh@bcm.edu). The Space and Equipment Committee will review the request and forward the recommendation to Dr. Bier for approval.

ate:
aculty making the request:
quipment or material to be stored
eason for storage:
otential space identified:
otential space identified:
stimated start date of storage:
stimated end date of storage:

Please provide as much information as possible so that the Committee does not have to ask for additional information.

It is the Center's policy that once the project is completed, all study equipment and/or materials must be removed and the space returned to the Center.

Committee's recommendation: (Please put a "\sqrt{" mark underneath your name)

	Bacha	Moran	Shen	Wu	Xu	Ogden	Hirschi	Bier
Approve								
Disapprove								