

Equipment Request Form: Type or write in the relevant boxes below and return to Sara Prickett, Magda Plebanski or Sam Barresi.
Please attach any additional information that may assist us (e.g. detailed quotations etc)

Date of request

Name of individual making request (include group)

Contact phone number and email address

Details of request

Category

Removal

(Tick one box)

Repair

Replacement

Up-grade

New

Equipment name, location (room) and ID number (if known)

Lay description of equipment

of Labs benefitting

(confirm # with users)

current users

all potential future users

Proposed source of funding

Supplier Details (name and contact details)

Current cost/quotation (inc GST)

Preferred supplier

Secondary supplier

Estimated ongoing costs (e.g consumables, service contracts etc)

Please describe current problem with existing equipment (for removal, repairs or upgrades only)

Is there a service contract or warrantee available/currently valid for this equipment? (give details if known)

Please explain how this equipment would enhance research at the Department and where it could be located

Is this equipment present elsewhere within AMREP? If so, is there any option to borrow, use or lease this equipment from there?

Is there interest from other groups within AMREP to purchase? Which groups/Institutes have been approached?

Please include any other relevant information here