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Please complete the entire form, otherwise, it will be delayed. All costs related to equipment installation is the department's responsibility. Please consider this when purchasing equipment. Facilities may use an outside contractor of our choice to assist with installation at the department's expense. If an outside contractor is required Facilities will request a quote and submit it to the requester.

Requester Information

Name: _____

Phone: _____

Email: _____

Department: _____

Dean/Director: _____

Equipment Information

Description: _____

Manufacturer: _____ Model: _____

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