

RESEARCH SERVICE EQUIPMENT REQUEST WORKSHEET

This worksheet is to be completed to initiate a purchase order for equipment.

Principal Investigator:		
Account Number	Fund Control	CMR
Contact Person		Phone Number
Equipment requested: (Please attach detailed specifications and any descriptive literature)		
Please give a short description of what this equipment will be used for: _____ _____ _____ _____		
Estimated Cost	Suggested Source	
<i>Any order over \$2,500 that is not on contract with GSA must either be competed for or a justification to purchase from a sole source must be approved by the Chief, Acquisition Management.</i>		
Does the source have a GSA Contract? Yes No (Attach copy of contract or provide contract number)		
Is this a "sole source" contractor? Yes No (If so, provide copy of sole source justification)		
Will item be covered by maintenance contract? Yes No		
If yes, who will purchase the contract? Investigator Research Engineering		
Room # where equipment will be installed	Who will install equipment? Vendor Engineering Other _____	
Will the equipment be interfaced with other equipment? Yes No If yes, is it compatible? Yes No		
Remarks: _____ _____		

NOTE: You will need the following manuals before your equipment will be released: Operators (3 copies); Repair & Maintenance (2 copies); Parts (2 copies)					
Are the following required?				To be completed by Engineering Available?	
Alterations to location	Yes	No		Yes	No
Water	Yes	No		Yes	No
Plumbing	Yes	No		Yes	No
Electric					
115V @ ____ amps	Yes	No		Yes	No
208V @ ____ amps	Yes	No		Yes	No
3 Phase @ ____ amps	Yes	No		Yes	No
Surge Protection	Yes	No		Yes	No
“Clean” power	Yes	No		Yes	No
Steam					
@ _____ lbs pressure	Yes	No		Yes	No
@ _____ lbs / hour	Yes	No		Yes	No
Air/Gas/Vacuum	Yes	No		Yes	No
Ventilation	Yes	No		Yes	No
Air Conditioning	Yes	No		Yes	No
Other:	Yes	No		Yes	No
Does equipment require more than one PM number?					

TO BE COMPLETED BY SUPPLY

Property Classification Number		
Life Expectancy:		
Is property within use standards?	YES	NO

Principal Investigator: _____

Research: _____

Engineering: _____

Supply: _____