



Request for new equipment

Full name	
Title	
Department	
Telephone No	
E-mail address	
Training delivered	
Equipment requested	
Why is this equipment needed	
Who would this equipment be used for	
What would be the frequency of its use	

- Please attach a copy of the proposed training in which this equipment will be used
- Accepted requests would be subject to further investigations into information provided



REQUEST FOR NEW EQUIPMENT ADMINISTRATION FORM

1. Manufacturer details

2. Manufacturer details

3. Manufacturer details

Equipment details

Cost

Consumables & prices for maintenance and use



REQUEST FOR NEW EQUIPMENT ADMINISTRATION FORM

Acknowledgement of request sent:

Date presented to committee:

Presented by:

Accepted/ declined

Reason for decision:

Letter of decision sent:

Manufacture details:

Price:

Order date:

Delivery date:

Instructor education date: