



UNDERGRADUATE LAB EQUIPMENT REQUEST FORM

Submission, Review, and Approval Process:

- Requestors complete Section A to request new undergraduate lab equipment or additional equipment for existing labs.
- Assistance with types of equipment and costs estimate may be sought by contacting Marc Nadeau, Laboratory Manager.
- Upon completion, submit the form and supporting documents to your respective Program Coordinator, who will submit it to the Curriculum Committee for review.
- Once approved, the Associate Dean will inform the Laboratory Manager to proceed with purchase(s).

SECTION A	
Requestor's Name:	Course Title:
New Laboratory: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lab Location:
Estimated number of students per lab section:	Number of students per lab setup/station:
Reason for Request:	
List of Equipment and Estimated Cost (attach quotes):	
Required room upgrades: Electrical - <input type="checkbox"/> Yes <input type="checkbox"/> No Water/Plumbing - <input type="checkbox"/> Yes <input type="checkbox"/> No Other (please specify) -	
Date Required:	

SECTION B (to be completed by Curriculum Committee Chair)	
Date of Review:	Recommend for Purchase: <input type="checkbox"/> Yes <input type="checkbox"/> No
Committee's Comments:	
Signature of Curriculum Committee Chair:	

SECTION C (to be completed by Associate Dean)	
Date of Review:	Modifications Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Approval to proceed with purchase: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature of Associate Dean:

