

Instructions

Requests will only be completed if the requested equipment in excess of the quantity required to meet the Department's teaching demands. Equipment requests for teaching purposes will be prioritized over those for research. Please allow a **minimum of three days** for your request to be processed. **Requests will not be completed the same day.** Processing time may vary depending on the time of year. Incomplete or illegible forms will be returned and may result in a delay in processing.

Please contact the Chemistry Technician via email (jordan.wilbey@unbc.ca) or phone (250-960-5277) to ensure availability of materials and to arrange delivery of signed Equipment Request Form. You will be notified by email when your request is ready for pick-up.

Contact Information

Requestor: _____
Name Email Phone

Supervisor: _____
Name Email Phone

Date Requested: _____ Date Required: _____ Return Date: _____

Account Information

<input type="checkbox"/> Teaching _____ Course Instructor Continue to Equipment Details	<input type="checkbox"/> Research _____ Complete Account Information Section
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Equipment borrowed from the Chemistry Department must be returned in similar condition to when it was borrowed. Equipment not in good condition will be billed to the Budget Holder's account at the end of each semester. Please provide valid account details for reconciliation purposes.

Equipment will not be released without the Budget Holder's signature.

Fund: _____

Budget Holder's Signature: _____
Original Ink Signature Required

Orgn: _____

Supervisor's Signature (If Different from Above): _____
Original Ink Signature Required

Account: _____

Equipment Details

Equipment: _____ Quantity: _____
Size and Type (Ex. 250 mL Volumetric Flask)

Internal Use

Equipment: _____ Quantity: _____
Size and Type (Ex. 250 mL Volumetric Flask)

Internal Use

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Size and Type (Ex. 250 mL Volumetric Flask)

Internal Use