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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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