

University Libraries Equipment* Request

DEPARTMENTAL PRIORITY (<i>Circle one</i>)						
Highest	1	2	3	4	5	Lowest

From: Department/Branch: _____ Date: _____
Requestor: _____

Name of Item:

Description of Item: Please include all pertinent data; the exact name as shown in catalog, *etc.* **A copy of the appropriate page from a catalog, brochure, or website would be very helpful.**

Vendor Name/Address:

Size: _____

Unit: (*i.e. box, each, 25, 100*) _____

Color: _____

Price per unit: _____

Date or # of Catalog: _____

Any **Estimated** Additional Associated Costs:
(*e.g. shipping, etc.*):

Item # in catalog: _____

Quantity of units requested: _____

Page # in Catalog _____

Total estimated cost: _____

Justification:

What other equipment/item could meet this need:

Department Head Approval

Date

Committee Recommendation:

Date

**The University Libraries defines equipment as items costing \$500.00 or more. [The University of Memphis defines equipment as items costing \$5,000 or more.] Please complete a separate form for each unique item; submit requests to the Equipment Committee chair. Items costing less than \$500.00 should be ordered as supplies using the appropriate supply request form, submitted to the Libraries Administration Office.*