

## 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	<input type="checkbox"/> Research _____ Complete Account Information Section
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Continue to Equipment Details

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 ☐

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