School of Pharmacy Teaching and Research equipment request form

Note: Requests will be solicited for major capital equipment items on September 1 and February 1 of each year and submitted to the Division Directors for approval, then to the Space and Equipment Committee on October 1 and March 1 of each year. If a request constitutes an emergency request it is the responsibility of requestor to fill out this form and pass it to the Division Directors for approval, then the S&E chair who will pass it to the Dean. This is the chain of governance as ordered by the Dean of the School of Pharmacy.

Name of the person requesting:

Purpose of this equipment:

If for teaching, which course will this equipment be used (Example PHCY 6210):

Is this a replacement item for a current piece of dated or broken equipment?

Vendor name and addresses:

Part or catalog number:

Estimated cost (please note that actual purchase quotes must be obtained from the UWYO purchasing office – please attach UWYO quote if you have it):

Information regarding cost of maintenance agreement for equipment if applicable (please attach information):

Source of funding:
1. If for teaching then source of funding would be the School of Pharmacy or a grant number:

2. If a research related item please list the grant number or contributory dollar amount that the Principle Investigator can contribute:

Division Director Approval signature and date: __________________________

School Space and Equipment Chair signature: __________________________

Dean Approval Signature and date: __________________________