



EQUIPMENT APPLICATION FORM 1998/99

From:.....**Division/Library** **Date:**.....

For: Furniture_____ Office Equipment_____ Computing Equipment_____ Other_____

Item:..... **Number/quantity:**.....

Description/colour/specification:.....

Catalogue details: (1) EU Supplies Office Catalogue:- Page_____ Product Code_____

(2) Other Catalogue:- Name & Address of supplier:_____

Date of publication_____ Page_____ Product Code_____

(Please attach a photocopy of the relevant page if possible)

Unit Price (incl. VAT): £..... **Total Cost (incl. VAT):** £.....

Reason for request: (1) Health/safety requirement____ (2) Security Requirement____

(3) Replace broken item____ (4) Upgrade old/obsolete item____

(5) Other:-
.....

Recurrent/maintenance costs: £.....

Signed:.....

Date:.....

Countersigned by Head of Division:..... **Date:**.....

Notes: (1) Please use a separate form for each different item requested

(2) Please tick where appropriate

(3) Many furniture, office equipment, and computing peripheral items are now contained in the Supplies Office Catalogue - copies in ML General Office & Mailroom, Faculty Offices, etc.

(4) Please discuss your computing equipment requirements with the Systems Librarian

Please leave this space for Administrative Services use

Date Received:_____

Date considered:_____

Priority:_____

Discussed:_____

Decision: Yes / no / defer

Reported back:_____

Notes:_____

PO/SO/IT no.:_____