eRFE Template

When completed, send form to:

Dawn Gustafson [dlgustafson2@mmm.com](mailto:dlgustafson2@mmm.com) **and**

Jodi Hammarsten [jlhammarsten1@mmm.com](mailto:jlhammarsten1@mmm.com)

**\*\* Site Contact/Deliver To and Approver cannot be the same person**

**RFE Title(30 Characters):**

**Date Needed:**

**Site Contact (who can we contact with questions):**

**Deliver To and Phone number (who will this be delivered to):**

**Deliver To Address (even if electronically delivered – need for tax purposes):**

**Supplier Name and Address:**

**Summary of equipment (what are you purchasing):**

**\*\*In-Service Date: (This is the date the asset is capable of its intended use. It might not be the same as receipt date. The In-Service date must be updated in PeopleSoft to ensure it meets the SOX test of +/- 30 days of actual.)**

**Is this software or hardware used for Direct production of a 3M Product, R&D purposes, or General Office use?**

**Justification (why is it needed):**

**Charge to Department:**

**Project and Activity - if known:**

**Distribution if split between department numbers:**

**Dollar Amount expected to spend:**

**Approvers (must have dollar approval):**

**Information Copy: (Who should get a copy of completed RFE):**

**Please attach a valid quote AND if this request is for software a valid license agreement from Supplier:**

**\*\*Has the license agreement been reviewed by you? (It will be signed by 3M Sourcing)**

**\*\*Please confirm that you will use the software in compliance with the license agreement.**

\*Any questions regarding this request please contact Dawn Gustafson (3-9035) or Jodi Hammarsten (3-6699) or you can send an email to [dlgustafson2@mmm.com](mailto:dlgustafson2@mmm.com) and [jlhammarsten1@mmm.com](mailto:jlhammarsten1@mmm.com)