SAC M&O Equipment Approval Form

This form is to be completed when a Department/division desires to purchase equipment that will use campus electricity, gas, or water. It must be approved in advance by the M & O Department before it is purchased. If you plan to have an outside vendor install it, please fill out the Contractor Approval Form once it is approved. If you would like M & O to consider installing it, please check the appropriate box below.

Division/Department ____________________________  Today’s date ____________
Division/Dept. Supervisor ________________________  Ext. ______________
Division/Dept. Contact person ______________________  Ext. ______________

Equipment desired (Please give kind and manufacturer and model):

Manufacturer Specifications/Utility Requirements:

Location where Equipment will be used: ________________________________

Site  □ SAC  □ CEC  □ CJTC  Bldg. _______  Rm. # _______  Other _______

☐ I would like M & O to consider installing this equipment. M & O does minor installations only.

Please complete and return to Mark Wheeler, Facilities Manager, Z101

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M &O office use only

Date received: _________________  Received by _________________

Approved by: _________________  Date: ____________________