

Science Lab Equipment and Supply Request

(Revised 09/21)

The following information is required to allow us to meet your training needs. **To ensure availability of requested equipment, please make request thirty (30) days in advance of the course or event.** You will be contacted by the Lab Technician, or you may call, 304-876-7899, to discuss your lab needs in detail, to include any questions you may have about the specific labs, floor plans, equipment, and supplies.

Course or Event Title:

Dates: _____ to _____

Organization:

Name of Contact:

Email:

Telephone:

Fax:

Requested Dates:	Laboratory Space Reserved	Number of Students
to	Aquatic Resources Lab (Rm G21L) (Staging Only)	
to	Aquatic Resources Lab (Rm G21L)	
to	Biology Lab (Rm. 217L, fixed stations)	
to	Biology Lab (Rm. 218L, movable stations)	

If equipment is to be shipped to an offsite location, please provide the following information:

If items need to be shipped, what date will you need them to arrive:

Contact Person:

Phone:

Ship to Address:

***A DI-105 Receipt for Property is required to be signed, by the responsible party, for all equipment requested for use outside of the science lab.**

Please list the items needed below or attach an equipment/supply list. **Be sure to indicate the number of each item needed.** Please call the lab staff if you have any questions, need to see equipment, or may need to obtain any new items for the course.

Note: If course/event was held previously in the lab and equipment/supply set-up is the same, request the same set-up.

For Lab Staff use:

Items are available and reserved for your use: yes / no

Initials:

Date:

Items have been returned, cleaned and in good condition

Initials:

Date: