

# Equipment Page

## (Request for Purchase - Page 2)

Please complete for purchase of equipment over \$500.00.

Manufacturer:

Model #:

Serial #:

Short Description of Equipment:  
(in layman's terms)

Location (Building & Room #):

Custodian (primary user's name):

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If old equipment was traded in, please provide the following:

Inventory Tag #:  
(Ptag #)

Manufacturer:

Model #:

Serial #:

Short Description of Equipment:  
(in layman's terms)

Location (Building & Room #):

Original Purchase Date (if known):

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**Completed By:**

**Date:**