**IT Equipment Requisition Form**

|  |  |
| --- | --- |
| **Person requesting the equipment:** |  |
| **Print Name** |  |
| **Signature** |  |
| **Date** |  |

|  |
| --- |
| **Description of equipment requested and justification for purchase:**  **Estimated cost (including VAT)**: |
| **Equipment required for specialist Learning/Teaching or Research purposes**: Yes/No  (If Yes, then request must be supported by either Director of Learning and Teaching or Director of Research – please provide confirmation when submitting this form)  **Replacement for existing Standard Desktop/Laptop**: Yes/No  (If Yes, then request must be supported by University Technician - please provide confirmation when submitting this form )  **Non-standard IT Equipment i.e. Tablet/mobile phone**: Yes/No  (If Yes, then request must be supported by either the Director of Learning and Teaching, the Director of Research or the Deputy Head of School – please provide confirmation when submitting this form) |
| **Name of member of staff who will be the proposed Asset Keeper:** |
| **Location where equipment will be kept:** |
| **Sub-project for costs (if not School Equipment Budget 125152-01):** |

*Please note that all equipment purchased from University funds remains the property of the University of Glasgow until it is formally disposed of.*

|  |  |  |  |
| --- | --- | --- | --- |
| Request approved by School Resources Manager:  Yes / No (circle as appropriate)  Signature:  Date: |  |  |  |

**Please submit completed forms to: Rachel Thomas, Finance & Resources Assistant, Room 446, St Andrew’s Building.**