

**Faculty Request Form of Supplies/Equipment**

Faculty Name \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_

Course \_\_\_\_\_

**Items Needed**

1. \_\_\_\_\_ Amount \_\_\_\_\_

2. \_\_\_\_\_ Amount \_\_\_\_\_

3. \_\_\_\_\_ Amount \_\_\_\_\_

4. \_\_\_\_\_ Amount \_\_\_\_\_

5. \_\_\_\_\_ Amount \_\_\_\_\_

6. \_\_\_\_\_ Amount \_\_\_\_\_

7. \_\_\_\_\_ Amount \_\_\_\_\_

8. \_\_\_\_\_ Amount \_\_\_\_\_

When would you like to retrieve items? Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Items can be found in the bin

located in the storage room of the NRC)

Time: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Signature of person preparing faculty request:

\_\_\_\_\_

*Once the request has been processed copy this form and place in the faculty request binder. As a courtesy, call the faculty member to let them know their request is ready.*