



SAC M&O Equipment Approval Form
This is approval for equipment purchase only.

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, Z 101

M & O office use only

Date received: _____ Received by _____

Approved by: _____ Date: _____