Tinker Lab Parts Request Form

All Items over $50 must be approved with this form.
Print Clearly.

This supply is for: __ Competition  __ Personal Project  __ Lab Use (Replacement)  __ Lab Use (New)

Date:_________ Requestor’s Name: __________________ E-mail:_____________ Phone: ______

Part Name/Description:__________________________ Part #:_____________ Vendor Name: __________

Quantity: _______ Cost Per Unit: ___________ Total Cost: ___________ Shipping Cost: ___________

Additional Comments on Product: ______________________________________________________________

Detailed description of project: ______________________________________________________________

_______________________________________________________________________________________

How is part essential to project: ______________________________________________________________

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Meet with a Lab Advisor to discuss this project and product. Lab Advisor: What are your comments?

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Lab Advisor Name: _________________________ E-mail: ________________________________

The completed form is given to Joe Precopio who will scan it to Dean Lally for approval who will send the response back to Joe or Christine to place the order. Dean Lally may contact the requestor or Lab Advisor for more information. The Lab Advisors will enter the order in the Tinker Order List before submitting it to Joe.