

Equipment Reservation Request Form

Complete this form to reserve equipment and obtain the necessary approvals for usage.

Requester Information

Name:

Department:

Email:

Equipment Details

Equipment Name/Type:

Serial/Asset Number (if known):

Quantity:

Reservation Start Date:

Reservation End Date:

Purpose/Project:

Approval Section

Approver's Name:

Approval Date:

Approval Status:

-- Select --

Remarks/Comments:

Approver's Signature:

(Sign or type name)

Submit Request