

# Laboratory Equipment Supply Request Form

Use this **supply request form** sample to efficiently order laboratory equipment, ensuring all necessary details are accurately captured. The form streamlines the procurement process, helping to maintain inventory and manage budget effectively. It is an essential tool for laboratory management and operational planning.

**Date of Request:**

**Requested By:**

**Department / Lab Name:**

**Contact Email:**

**Purpose/Justification:**

Describe the reason for your request and its intended use.

**Requested Equipment**

Item Description	Model/Brand	Quantity	Unit	Estimated Cost (per unit)	Remarks
<input type="text" value="e.g., Centrifuge"/>	<input type="text" value="e.g., Eppendorf 54"/>	<input type="text"/>	<input type="text" value="pc: ▾"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="pc: ▾"/>	<input type="text"/>	<input type="text"/>

**Budget Code or Account Number:**

**Priority Level:**

**Additional Information or Notes:**

**Submit Request**