

# University Sports Equipment Request Form

The **sports equipment request form** sample for universities simplifies the process of acquiring necessary gear for athletic programs. This form ensures accurate tracking of equipment needs, streamlining approvals and inventory management. Universities can efficiently support their sports teams with organized and timely equipment requests.

Date of Request

Requestor's Name

Full Name

Department / Team

e.g., Men's Basketball

Contact Email / Phone

email@example.com / 123-456-7890

## Requested Equipment

Item Description	Quantity	Size / Spec	Required By Date
<div>e.g., Soccer Balls</div>	<div></div>	<div>e.g., Size 5</div>	<div></div>
<div>e.g., Gymnastic Mats</div>	<div></div>	<div>e.g., 4'x8'</div>	<div></div>

Purpose/Justification

Explain why this equipment is needed

Department Head / Coach Approval

Name of Approver

Submit Request