

Laboratory Equipment Requisition Order Form

Date of Request: _____

Department: _____

Requested By: _____

Contact Number: _____

Equipment Details

Item No.	Equipment Name	Description / Specification	Quantity	Unit	Estimated Unit Price	Total Cost	Remarks
1	Beaker 500ml	Borosilicate Glass	20	pieces	\$3.50	\$70.00	Urgent
2	Micropipette	Adjustable, 10-100Âµl	5	pieces	\$120.00	\$600.00	
3	Analytical Balance	0.1mg readability, 220g capacity	1	unit	\$850.00	\$850.00	For new lab
Grand Total						\$1,520.00	

Purpose of Request

Signatures

Requested by: _____ Date: _____ Approved by: _____ Date: _____

Note: Please attach quotations and relevant documents when submitting this requisition form.