**Equipment Requisition (Hardware and Software)**

**Please note: requests must be submitted, signed by your line manager, prior to being considered by the Schools Resources Group.**

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| Description and cost of equipment requested |
| Purpose of equipment requested |
| Name of member of staff who will be the proposed Asset Keeper |
| Room Number of Asset Keeper |

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| --- | --- | --- |
| Finance Project |  | General Funds / External funds (delete as appropriate) |

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| --- | --- | --- |
| Person requesting the equipment: |  | Authorised by Line Manager: |
| Print Name |  | Print Name |
| Signature |  | Signature |
| Date |  | Date |

**Please submit completed forms to: Rachel Thomas, Finance & Resources Assistant, Room 332, St Andrew’s Building.**

Please note that all equipment purchased from University funds remains the property of the University of Glasgow until it is formally disposed of.

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| Request approved Yes / No (delete as appropriate) |  | Asset Number |  |

|  |  |  |
| --- | --- | --- |
| Date received by Asset Keeper | Print name | Signature |
| Date returned by Asset Keeper | Print name | Signature |