

# Lab Service Request Forms

Obtaining lab services requires written requests, submitted to the laboratory personnel in advance of need. Submitting request as early as possible during the semester will help ensure on time deliver of supplies ordered.

Requests for the preparation of lab materials may be made on the [Lab Prep Request form](#). Requests for lab materials may also be submitted in a format of your choice, so long as the request is in writing and includes the same information requested on the form.

## ***Instructions for the Completion of a Lab Prep Request Form***

1. Provide current date and date the materials are needed.
2. Provide the name of the person making the request, and the name of the lab course that the prep is for.
3. List all materials needed for the lab. Include quantities of chemicals and supplies needed, and any special instructions that may be important. Be as accurate as possible in the amounts of chemicals and solutions needed, so as to minimize waste.
4. Provide any safety precautions that should be taken while preparing the materials, and any special waste disposal instructions if known.

To initiate work by Laboratory Division personnel, the Work Request Form must be completed. This form may be used to request the repair of university equipment, the manual set-up of an apparatus to be used in a teaching lab, and to request the purchase of supplies not on hand.

## ***Instructions for Completion of a [Work Request Form](#)***

1. Check which type of service is required - work, equipment repair, or supplies.
2. Provide the name of the person making the request, the ext. no., the current date, the date the work is to be completed by, and what the item is to be used for (class, lab, research).
3. Describe in specific terms what is required.

These forms must be submitted a minimum of **two weeks in advance** of the date needed. Last minute requests will be fulfilled if time, supplies, and funds allow.