Randi Ransom
Facilities Financial Officer
1295 East 700 North
Facilities 106D
Logan, UT 84322-6600
Office: 435-797-1946
Fax: 435-797-3512

Facilities Equipment Request Form

Requested By: _____ Date: _____

Phone: _____ Crew: _____

Request Type: ____New Equipment ____Upgrade an Existing Equipment

Please provide a detailed justification for the requested equipment:

_____
_____
_____
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_____
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_____

What (if any) equipment is being traded in: _____
_____

How much (if any) funding can be contributed to the purchase of this equipment: _____

Director's Signature: _____ Date: _____

Please return this form to Randi Ransom.