Use this form to request parts and equipment from the electrical storeroom needed for laboratory instruction. If you need to request electrical setups to be built, repair equipment, or the fabrication of a PCB, please do so through the on-line work order system.

Penn State Behrend School of Engineering Electrical Laboratory Equipment & Parts Request Form

- 1. Complete this form **two weeks** prior to your lab.
- 2. Be sure to provide all information and a complete list of items needed.
- 3. You will receive an email confirmation indicating the availability of the items.
- 4. Items can be picked up at the electrical storeroom at the indicated time and should be returned as you indicate on the form.

Your input and support in providing this information is important to ensure the efficient operation of our labs.

Faculty Member	Phone Number	
E-mail Address (complete)		
Program		
Course Number, Course Name		
Lab Room #:		
Date Needed:	Time Needed:	
Date of Return:	Time of Return:	
Check if repeating request (same ec	uipment/parts needed each week)	
If checked above Start Date	End Date	

Quantity	Description