



Memorandum

Date

From _____, _____, _____, _____
Name Title ICD Address

Subject Request for Purchase of Rented Equipment

To Manager, Scientific Equipment Resources Program, NCRR, Bldg. 13, Room 3E62

_____ (ICD) requests to purchase the following pieces of equipment, which it is currently renting.

(PLEASE DO NOT
WRITE IN THESE COLUMNS 1, 2 3)

DESCRIPTION	OLD DECAL	NEW DECAL	SERIAL NO.	CUST. CODE	ORIG. COST	1	2	3
TOTALS								

(Institute Executive Officer or Administrative Officer)
Signature: _____ Date: _____

Phone: _____ CAN _____

FOR RENTAL OFFICE USE ONLY:

TOTALS
APPROVED:

Manager, SERP Date