

# Center for Science Group II Equipment Substitution Request



**TO:** Perry Judd, Facilities Planning **DATE:** \_\_\_\_\_

**SUBJECT:** Substitution/Change of Approved Center for Science Group II Equipment Item

**Item number being substituted for/changed (include item description and original estimated cost):**

\_\_\_\_\_

**Proposed (substituting or changing) item description, cost (including installation), and location:**

\_\_\_\_\_

\_\_\_\_\_

**Need for new item being substituted/urgency of need/ability to forego budgeted equipment:**

\_\_\_\_\_

\_\_\_\_\_

**Reason proposed item or change was not in original Group II list:**

\_\_\_\_\_

\_\_\_\_\_

**Additional modifications to building (circle one):**    YES    NO

**Note: Undersigned's Group II departmental allocation will be charged for any installation costs and any required changes to existing building systems (electrical, plumbing, HVAC).**

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Phone:** \_\_\_\_\_    **Fax:** \_\_\_\_\_    **E-mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_    **Approved:** \_\_\_\_\_  
Requestor/Department    Perry Judd, Project Manager (under \$20,000)

**Approved:** \_\_\_\_\_    **Approved:** \_\_\_\_\_  
Joel Neel, Director    Chancellor's Office (over \$20,000)

**Item number:** \_\_\_\_\_ (Note: Substitutions = new item number and "S"; changes = original number and "C")

Mail completed form to Silas Pompa x62822 in the Facility Services department, bldg 70.