***Department of Music***

***Instrument or Equipment Request Form***

**Instrument or Equipment requested:**

**Approximate value new: $**

*Please include vendor quotes, catalogue/website pages for reference or any other documentation that can verify the cost.*

**Does the Department currently own this instrument or equipment?**

If yes, the approximate age of the instrument or equipment?

If yes, the current condition of instrument or equipment?

If yes, current market value of instrument or equipment?

**If purchased new, what is the approximate useful life of this instrument or equipment in a university setting?**

**Justification for purchase:**

**Date:**

**Submitted by:**

*Please note that the Instrument or Equipment Request Form is not exclusively for research related purchases. The request form must demonstrate benefit for both faculty and students within the Department.*