

# Berkeley Campus Shared Services

## Equipment Order & Approval Form

**Instructions:**

Please complete all the items on this form for each new order.

PC: Print->Print using system dialog->double click Microsoft Print to PDF->Save

Mac: Print->Open PDF in Preview->Save

Please reply all to the ticket email and attach the completed copy.

**Name and Title of Approver**

First, Middle Initial, Last  
Name, Title in Plain Text

**Approver Email**

Please Include @ Suffix

**Approver Phone Number**

i.e. (xxx)xxx-xxxx

**Amount Approved For**

Approximate Range  
i.e. \$xxx-\$xxxx

**Chartstring For Order**

i.e. xxxxx(fund)-xxxxx(dept)-  
xx(program)

**Equipment to Order**