

**DISTRIBUTION:**  
 Business Office  
 Division/College  
 Department  
 Facilities Management  
 Department (file)

**The University of Iowa  
 REQUEST FOR EQUIPMENT ALLOCATION**

Organizational Unit \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

**Enter the required MFK below:**

Corp	Fund	Org	Dept	Subdept	Grant/Program	Inst Acct	Org Acct	Dept Acct	Fn	Cost Ctr	Amount
XX	XXX	XX	XXXX	XXXXX	X XXXXX XX	XXXX	XXX	XXXXX	XX	XXXX	
											\$
											\$

Quant.	Item/Description	Unit Cost	Amount

**INSTRUCTIONS**

1. Use separate line for each item or group of like items.
2. Include or attach additional information/justification as desired
3. Forward copies to appropriate administrative office.
4. Retain copy for departmental files.

**Requested by** \_\_\_\_\_  
 Department Head

**Recommended by** \_\_\_\_\_  
 Division/College Officer

\_\_\_\_\_  
 Central Administrative Officer

**Approved by** \_\_\_\_\_  
 V.P. Finance and University Services

**Date** \_\_\_\_\_