

CASE Work Request Form

This form may be used to request the following items. Check one.

Modifications to CASE shared facilities

Modifications to CASE equipment

Installation, technical assistance, or modifications of CASE Corporate Affiliate owned equipment or CASE Associate Faculty equipment

Equipment construction

Facilities construction

General Information

Date:

Name:

Company or Department:

Telephone:

Email:

Funding

Corporate or Department funds Available: Yes No Amount:

CASE grant/contract to be charged:

Request Information

Building and Room Number:

Requested Completion Date:

- ⇒ CASE grant/contract related requests take 1st priority.
- ⇒ There is a minimum, 5 working-day lead time on all requests.

Request Details:

- ⇒ Be as thorough as possible, add additional pages if necessary.
- ⇒ Indicate which CASE grant/contract or other project this request is related to.

Signature (Corporate Scientist or CASE Associate Faculty)

Date

Requests are subject to approval and available funding. Submit by fax or email.