**RESEARCH SHARED EQUIPMENT MAINTENANCE PROGRAM REQUEST TO ADD EQUIPMENT**

Equipment maintenance is provided through Specialty Underwriters (SU). Departments must request that equipment be added. Follow the steps below to request that equipment be added to the program:

1. Complete the form below and attach the SU Quote and email to Kim Schott at [kschott@su-group.com](mailto:kschott@su-group.com) and Deb Konichek at [dkonichek@uky.edu](mailto:dkonichek@uky.edu).
2. You will be notified when your request has been approved.

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| **Department Name:** |  | | |
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| **Is this an instrument that duplicates capabilities available in one of the University Core Facilities?** | | | |
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| Yes  No | | | |
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| **Category Requesting:** | |  | |
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| **Justification for category requested:** | | | |
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| **Cost Center:** | | |  |
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| **Equipment Contact Name:** | | |  |
|  | | |  |
| **Business Contact Name:** | | |  |
|  | | |  |
| **Business Contact Email:** | | |  |
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| **Equipment Make and Model:** | | |  |
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| **Equipment Serial Number:** | | |  |
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| **Equipment Location:** | | |  |
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| **Description of Equipment:** | | |  |
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| **Requested Effective Date:** |  |