**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 and Deb Konichek at dkonichek@uky.edu.
2. You will be notified when your request has been approved.

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