SCIED LAB Materials Request Form

Information:

- Request completion time: ***48 hours*** for items in stock; ***up to 2 weeks*** for non-stocked items (reference Inventory List for stock status)
- Request process: 1) Fill out Materials Request Form (MRF); 2) Submit completed MRF in Rm 117 (front door or on cart) and await email/call confirming order request completion; 3) Pick up materials in Rm 117 (shelves at front); 4) Return materials after use (shelves at front)
- Questions/issues: Attendee in Rm 117 or David Bressler, Lab Manager, dwb206@psu.edu, 410-456-1071

Name: Phone number: Email:	Date of request: Date/time needed: Course:
Comment:	

Material Request		***Office Use***		
Item Description (provide specific details if necessary)	**Quantity (count/amount)**	Filled (Initials)	Returned (Initals)	Comment (If item not returned or incomplete - note if action necessary, e.g., restock, replace)