

## TEMPLATE FOR INDIVIDUAL EQUIPMENT REQUESTS FOR HEETF FY25

Each instrument or instrument bundle / functional assemblage from your unit should include a PDF document that addresses each of the bulleted points below.

- UNIT INITIATING REQUEST: MED
- REQUEST / INSTRUMENT TITLE:
- JUSTIFICATION FOR ACQUISITION:
- SPECIAL INSTRUCTIONS FOR MULTI-UNIT REQUESTS
  - PROCUREMENT LEAD UNIT:
  - SUPPORTING UNITS:
  - JOINT REQUEST DOCUMENTATION:
- JUSTIFICATION FOR HEETF FUNDING:
- STATEMENT ON RESPONSIBLE PERSONNEL AND USERS:
- STATEMENT ON ANTICIPATED COST OF OWNERSHIP AND SUPPORT:
- PROPOSED LOCATION AND SPACE COMMITMENT:
- STATEMENT ON INSTRUMENT USE AND ACCESS:
- FORMAL QUOTATION:
- BIOSKETCHES OF MAJOR USERS: