

The University of Texas Health Science Center at San Antonio  
**INSTRUMENTATION SERVICES - SERVICE REQUEST FORM**  
 PHONE (210)567-2980----FAX (210)567-2982

**TODAY'S DATE:** \_\_\_\_\_ **SR#** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**DIRECTOR/INVESTIGATOR:** \_\_\_\_\_ **REQUESTED BY:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **ROOM #:** \_\_\_\_\_

**TYPE OF EQUIPMENT:** \_\_\_\_\_ **MANUFACTURER:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_ **UT TAG #:** \_\_\_\_\_

**SERIAL #:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

ACCOUNT # TO CHARGED: \_\_\_\_\_

PROJECT ID#: \_\_\_\_\_ PROJECT ID EXPIRATION: \_\_\_\_\_

AUTHORIZED CUSTODIAN: \_\_\_\_\_  
 (Authorized signature on account)

**NOTE: All equipment being serviced by Instrumentation Services must be cleared through Environmental Health & Safety.**

\_\_\_\_\_ (Safety Office Signature) \_\_\_\_\_ Date

- |   |   |   |   |
|---|---|---|---|
| <b>ELECTRONICS</b><br><input type="checkbox"/> Estimate<br><input type="checkbox"/> CAP/Electrical Safety Inspection<br><input type="checkbox"/> Preventive Maintenance<br><input type="checkbox"/> Repair<br><input type="checkbox"/> Upgrade<br><input type="checkbox"/> Priority Service (higher cost) | <b>MACHINING</b><br><input type="checkbox"/> Estimate<br><input type="checkbox"/> Fabrication<br><input type="checkbox"/> Project<br><input type="checkbox"/> Repair<br><input type="checkbox"/> Consultation | <b>PIPETTES</b><br><input type="checkbox"/> Calibrate/Repair<br><input type="checkbox"/> Preventive Maintenance<br><br><b>REFRIGERATION</b><br><input type="checkbox"/> Ultra-Low<br><input type="checkbox"/> Other | <b>RESEARCH &amp; DEVELOPMENT</b><br><input type="checkbox"/> Fabrication<br><input type="checkbox"/> Project<br><input type="checkbox"/> Upgrade<br><input type="checkbox"/> Priority Service (higher cost)<br><input type="checkbox"/> Consultation<br><input type="checkbox"/> Engineering |
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**SERVICE REQUESTED:**

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