

Purchasing Equipment Form

When purchasing equipment it is important to review the specifications of the equipment to determine if assistance is needed from the Facilities Planning and Management department for installing the equipment. **Please complete this form and attach it to your non-catalog or cyBUY requisition in Workday.**

For questions, contact Procurement Services at procurement@iastate.edu or 294-4860.

Is this purchase part of a capital project?

Yes No Not sure

Capital Projects guides the design and construction of new buildings, as well as major renovations or improvements to existing buildings. Projects above \$100,000 are required to follow the capital planning process established by the university, which defines the procedure and approvals for projects above \$100,000 at Iowa State including project initiation.

If this purchase is part of a capital project, the non-catalog or cyBUY requisition for this equipment must come from FPM.

For assistance with Capital Projects contact: 515-294-1014 or construc@mail.iastate.edu or visit their website at: https://www.fpm.iastate.edu/capital_projects/

Are you purchasing new equipment or replacing in kind equipment?

Yes No Not sure

If purchasing new equipment, the following questions should be reviewed to determine whether a service request is needed.

If you are replacing in kind equipment the power, water, and specialty gasses (if needed) are most likely in place and will not need a service request. The following questions should be reviewed to determine whether a service request is needed.

Can the equipment fit through building doorways and hallways? If the equipment is going to a floor other than the ground level, can the equipment fit into an elevator and meet load requirements?

Yes No Not sure

Review the size of the equipment and how the equipment will be delivered to the building tracing the route to the room where the equipment will be used. Be sure the equipment can fit through all doorways, hallways, and be transported safely through the building. If you are unsure or do not think the equipment will fit, complete the Request for Services Form.

Do you have adequate power in the room where the equipment will be used?

Yes No Not sure

Review the power requirements for the equipment and check the power available in the room where the equipment will be used. If you are unsure or do not think the room has the adequate power required for the equipment, complete the Request for Services Form.

Will the equipment create high and/or low temperatures creating changes in HVAC (heating, ventilation, and air conditioning)?

Yes No Not sure

Review the specifications of the equipment for ventilation requirements and temperature outputs. If you are unsure of the impact the equipment will have on the HVAC or you know that assistance will be needed, enter a Request for Services Form so FPM may evaluate the equipment specifications and the room.

Does the equipment need water or specialty gasses to operate?

Yes No Not sure

Review the specifications of the equipment for input and output requirements and check the connections available in the room where the equipment will be used. If you are unsure that the input or output requirements can be met or do not think they can currently be met, enter a Request for Services Form so FPM may evaluate the equipment specifications and the room.

To complete the Facilities Planning and Management Request for Services Form:

<https://www.fpm.iastate.edu/forms/servicerequest/login.asp>

Login then select Project Request and enter information and timelines to expedite your electrical requirements and/or related facilities request for the removal and/or installation of new equipment. Upon completion of this form, someone from Facilities will review, and may assign a service request number to assist in managing the project details.

Did you enter a FPM Request for Services Form?

Yes No Not sure

If Yes, please provide the Service Request number: _____

If you have additional comments to provide to the Procurement Services agent assisting with this purchase, you may enter them here:
