EQUIPMENT ACQUISITION REQUEST

For Requisition Number R___________

This form is required for any item or group of items to be used together that are considered Capital expenses. Capital expenses are those that are $2,500 and greater. All sections are to be completed by filling in the requested information.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Requisitioner's Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
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<tr>
<th>FOAP</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
</tr>
</thead>
</table>

Item/group of items is considered to be:

- [ ] New Equipment
- [ ] Replacement Equipment

Description and performance of equipment:

Order is for:

- [ ] Single Capitalized item
- [ ] Multiple Capitalized Items

Number of Tags to be issued (if multiple tags are needed)

IIT Tag number (if upgrading present equipment)

Reason for purchase (superiority over presently available equipment, scientific data, etc):

If purchase is replacing equipment, replaced equipment is being:

- [ ] Disposed
- [ ] Donated
- [ ] Transferred to another department (if so, list department: ___________)

Form should be returned to Darlean Smith in the Controller’s Office, Main Building Suite 201, 3300 S Federal St, Chicago, IL 60616

Rev 2/04/09