

**THE UNIVERSITY OF IOWA
REQUEST FOR EQUIPMENT ALLOCATION**

Organizational Unit _____ Date _____

Department _____

Please provide an MFK (050 account is required)

Corp	Fund	Org	Dept	SubDept	Grant/Program	Inst Acct	Org Acct	Dept Acct	Fn	Cost Ctr	Amount

Quantity	Item/Description	Unit Cost	Amount

Contact Name _____ Phone _____ Department _____

Requested by _____
Department Head/Chair

Recommended by _____
Division/College Officer

Approved by _____

Procedures for requesting funds from FREC for equipment losses:

- 1. Complete the Property Loss Claim Form**
- 2. Complete the Request for Equipment Allocation Form**
- 3. Provide the following:**
 - a. Description of how the loss occurred and the security measures in place.
 - b. Description of how the department will avoid similar losses in the future.
 - c. List and describe equipment, make/model & UI inventory numbers;
 - d. Original date of purchase and source of funds, if known.
 - e. Attach a copy of the original voucher or invoice.
 - f. Describe the importance to department in replacing the equipment.
 - g. Attach copies of estimates or invoice for the replacement equipment.

- 4. Return completed form and documentation to:**
 Risk Management, Insurance & Loss Prevention
 305 Plaza Centre One
 Iowa City, IA 52242
 Phone (319) 335-0010 Fax (319) 353-1893