



Electrical and Computer Engineering: Internal Service Request Form

Request form for ECE 3D Printing and Machine Shop services. One form per service type. Please ensure it is signed by your supervisor before it is submitted.

SECTION 1: Requestor Information	
Name:	
Title/Position:	
Department:	
Email Address:	
SECTION 2: Service Requested	
RT Ticket Number (if known):	
Job Description:	
Service Type:	
Charge Type:	
Maximum Authorized Amount:	
Expiry Date (for Standing Request):	
SECTION 3: Worktag Information	
Program/Grant/Project/Gift:	
Activity Code (if applicable):	
Cost Centre:	
SECTION 4: Manager or Supervisor Information	
Name:	
Title/Position:	
Department:	
Email Address:	
Signature:	
Date:	