

Laboratory / Workshop Equipment Procurement Form

The form applies to laboratory / workshop equipment that is bought, borrowed, replaced, or otherwise acquired. It should be used to both inform grant applications and be completed prior to ordering or acquiring equipment.

You may be required to consult with the intended equipment custodian, WHS, IFS and/or ITS teams to enable the appropriate assessment of equipment requirements to inform the total cost of purchase.

Primary Applicant Details

Name	
Email	
Phone	
School / Business Unit	
College / Division	
Additional Research Groups utilising equipment	

Equipment Details

Name of equipment	
Lay description	
Preferred Manufacturer & Model No.	
Preferred Supplier	
Is this being supplied by an Australian distributor with an ABN	
Link to online product information	
Order deadline date (if applicable)	
Proposed location	
Linked assets	
Anticipated Usage	
Equipment Condition	
Purchase Cost	
Funding Source	
Does the University already have this type of asset	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

Equipment Requirements

Does the equipment require:		
A specialised environment eg, lighting conditions, temperature, humidity, noise limiting, anti-vibration, exhaust or extraction systems	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional or custom power requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A connection to gases or a monitoring system eg, gas sensors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A dedicated computer, network connection, or network data storage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Licencing or have a regulatory requirement e.g. radiation, lasers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are additional site establishment costs anticipated to accommodate the equipment (e.g. installation of power, gas, chilled water, exhaust etc), if yes, please indicate the estimated costs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Please include any additional considerations		

Life Cycle Costing

Technical resources	
Maintenance contract	
Cost of maintenance (\$AUD ex GST per annum)	
Proposed source of maintenance funding	
Warranty details	
Anticipated life span	
Disposal requirements	

Acknowledgements

- ☐ I acknowledge that all research equipment at the University of Newcastle, including equipment purchased using grant funding by individual research groups, is considered the property of the University.
- ☐ I acknowledge that University of Newcastle owned Major Equipment must be made available to all University researchers and as such, will include all newly funded equipment in the Asset Management System and Equipment Booking Systems.
- ☐ I acknowledge that the information provided above is accurate to the best of my knowledge.

Name		Date	
Signature			

EQUIPMENT ACQUISITION FORM

Section 2

To ensure that all safety and infrastructure requirements have been considered, please complete the following items in consultation with IFS, WHS and IT.

Infrastructure Requirements

Is the intended location suitable in terms of: <ul style="list-style-type: none"> Location capacity e.g. structural capacity, sufficient space Access e.g. fits through doors, lifts etc 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the intended location suitable in terms of: <ul style="list-style-type: none"> Lighting conditions e.g. darkroom. Environment e.g. temperature, humidity, directional air-flow Noise e.g. anti-vibration 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the equipment require?		If yes, please specify details
Will storage prior to installation be required for >2 weeks	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A dedicated bench to be constructed / purchased to accommodate weight load	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Decommissioning of other redundant equipment or relocation of other equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional or custom power e.g. hardwired, additional power point required, 3-phase required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A backup power system	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A safety switch or emergency shut down switch	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lockout or isolation switch	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Connection to gases/liquified gases	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Monitoring e.g. gas sensors & alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exhaust or extraction system	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery outside of normal business hours	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the item being imported directly from an overseas manufacturer or from an Australian supplier?	<input type="checkbox"/> Overseas <input type="checkbox"/> Aus	(If from an overseas manufacturer, which country)

Have IFS been provided with user manuals, technical &/or installation specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, when will these be provided.</i>
Anticipated IFS costs, in consultation with IFS	\$AUD	

IT Requirements

To be completed with IT Business Partner

Does the equipment require:		<i>If yes, please specify</i>
A dedicated computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A network connection or remote access for service technicians	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Network data storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Anticipated IT costs, in consultation with IT	\$AUD	

WHS Requirements

To be completed with WHS Business Partner

Is health monitoring required for equipment operators	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the equipment require licences or have a regulatory requirement e.g. radiation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the item introduce a new hazard to the work area e.g. noise, vapours, chemical waste	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is specialist safety training required	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Procurement Requirements

Valid quotations have been obtained where total cost of ownership is <\$250,000 ex GST	<i>Please attach relevant quotations.</i> Yes No	
<i>Procure to Pay</i> has been contacted where total cost of ownership is >\$250,000 ex GST	<i>Please enter the details of the staff member managing the Procurement Plan</i> Yes No	

Total Cost of Ownership ex GST

Equipment purchase price	\$AUD
Freight and/or Delivery	\$AUD
Maintenance / service contract over entire life-cycle	\$AUD

Projected Disposal Cost	\$AUD
IFS estimated costs	\$AUD
IT estimated costs	\$AUD
Grand total	\$AUD

Internal Use only:			
Reviewed by IFS: <input type="checkbox"/>	Reviewed by IT: <input type="checkbox"/>	Reviewed by WHS: <input type="checkbox"/>	Reviewed by <input type="checkbox"/> Procurement:
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:
Approved by:			
Name:		Position:	
Signature:		Date:	