



Laboratory supply form (LS-form)

Instruction تعليمات

- 1 Faculty /Lab instructor fill out the Laboratory supply form and send it to your HoDs through *Enjaz*.
 - 2 Get approved by the HoD and/or send it to the department education services committee for review (if HoD required)
 - 3 Send the form to the Vice Dean of research and postgraduate studies to get the approval through the college Educational Services Committee
 - 4 The request will go through one of the following processes:
 1- Provide the required material entirely or partially.
 2- List the necessary material in the annual purchase through the department.
 3- Send it to the Dean (if it is an urgent request(s)).
- Notice:** For GAS supply, lab instrument maintenance, and lab waste forms: fill out the relevant form listed on the COP website.

Section A: Lab instructor information			
Name		Phone Number	
Email		Department	
Campus name		Date	

Section B: Request (for more than ten items, please use another form)					
Item Type: <input type="checkbox"/> Chemicals <input type="checkbox"/> Glassware <input type="checkbox"/> Instruments <input type="checkbox"/> Safety tools <input type="checkbox"/> disposals <input type="checkbox"/> More than one kind (specify):.....					
Item name (please see the attached items list)	Quantity				
I certify that the Information submitted in this form is accurate and necessary for the department's needs.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date</td> <td style="width: 50%;"></td> </tr> <tr> <td>Signature</td> <td></td> </tr> </table>	Date		Signature	
Date					
Signature					

Section C: Course coordinator	
<input type="checkbox"/> The Items need to be revised by the lab instructor. <input type="checkbox"/> The Items are <i>invalid</i> and not required. <input type="checkbox"/> The items are valid and related to the department benefits (approved)	
Comments.....	
Name	Signature

Section D: Head of the Department	
<input type="checkbox"/> Reviewed and Approved with no changes (Sent to the VDRPS). <input type="checkbox"/> Need to be revised again by <input type="checkbox"/> Lab instructor <input type="checkbox"/> Course laboratory <input type="checkbox"/> Education service committee <input type="checkbox"/> others.....	
Comments.....	
Name	Signature

Section E: Vice-Dean of Research and Postgraduate Studies.	
<input type="checkbox"/> Reviewed and Approved with no changes and sent it to the stores' officer to prepare the items since it is an urgent request. <input type="checkbox"/> Need to be reviewed by either <input type="checkbox"/> college-level educational services <input type="checkbox"/> Department <input type="checkbox"/> Others.....	
Comments.....	
Name	Signature

Section F: College-level Educational Services committee.	
<input type="checkbox"/> Reviewed and Approved with no changes and sent it to the store's officer to prepare the items. <input type="checkbox"/> Need to be revised again by <input type="checkbox"/> Department <input type="checkbox"/> Others..... <input type="checkbox"/> Some items are unavailable and need to be sent back to the department to add to its annual purchase. <input type="checkbox"/> Send it to the Dean since it is an urgent re	
Comments.....	
Name	Signature

Section G: Stores officer	
<input type="checkbox"/> All items are prepared and picked up by the department (<u>request is closed</u>) <input type="checkbox"/> Some items are not available and it's listed along with this form.	
Comments.....	
Name	Signature