



WPI

Equipment Questionnaire

Please fill out this form to the best of your knowledge. For assistance reach out to eproc@wpi.edu

1. What is the purpose of this purchase?
 - ☐ New
 - ☐ Expansion
 - ☐ Upgrade
 - ☐ Replacement
2. What is the general classification of this purchase?
 - ☐ Lab Equipment
 - ☐ Vehicle
 - ☐ Furniture
 - ☐ Building/Infrastructure
 - ☐ Software (remaining non-IT related questions can be skipped)
3. If answer to question 2 is Software then: Is IT aware of this purchase and have they been consulted?
 - ☐ Yes
 - ☐ No
4. What is the equipment name, manufacturer, and model number?
5. Provide a technical description of the equipment.
6. Equipment Owner/Manager:
7. What is the purpose of the equipment?
 - ☐ Education
 - ☐ Research
 - ☐ Dual Use
8. Building/Room where equipment will be located:
9. Will this piece of equipment require coordination with WPI facilities?
 - ☐ Yes
 - ☐ No
10. What are the site requirements (HVAC, power, chilled water, laser safety, etc.)?



WPI

11. Is a lift gate required?

☐ Yes

☐ No

12. Is inside delivery required?

☐ Yes

☐ No

13. Is a PC needed or supplied with the equipment?

☐ Yes

☐ No

14. If answer to question 13 is Yes then: Is IT aware of this purchase and have they been consulted?

☐ Yes

☐ No

15. If answer to question 13 is Yes then: Provide details about the specs and requirements.