

Department of Chemistry and Biochemistry
Electronic and Machine Shop
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To submit a Trouble Report, **FIRST** – SAVE THIS **BLANK** FORM TO YOUR COMPUTER,
Next complete this form, save again, and send to eshop@ou.edu. You MUST fill out the items
marked with an * or your request MAY NOT be completed.

*Submitted By:

CHARTFIELD:

*ORG

*Email:

*FUND

*FUNCTION

Phone #:

*ENTITY

*PROJECT

Supervisor/PI:

PURPOSE

*Building/Room # of Instrument Located:

*Manufacturer:

Rate:

Model:

\$10/hour in 0.25 hour increment

Serial #:

Minimum charge of \$20

OU Tag#:

Parts are charged at cost

*Observation of problem: