



**CENTRAL PHILIPPINE UNIVERSITY**  
College of Agriculture, Resources, and Environmental Sciences  
Jaro, Iloilo City, Philippines 5000

## LABORATORY REQUEST FORM

**Instruction:** This form must be submitted to the Laboratory Management Office at least **three (3) working days** prior to the intended date of use for standard materials, and **seven (7) working days** for specialized chemical preparations.

## I. General Information

Requestor Name: \_\_\_\_\_

**Classification:**  Faculty  Undergraduate Student  
 Graduate Student  External Researcher

**Course/Subject Title:** \_\_\_\_\_

**Purpose:**  Instructional Exercise  Thesis Research  Extension Project

## II. Schedule of Use

**Date(s) Required:** \_\_\_\_\_

Time (From/To): \_\_\_\_\_

**Specific Lab Room:**  CARES Lab  Biological Lab  Animal Lab  
 Molecular Lab  Plant & Animal Processing Lab

### **III. Equipment and Glassware Requirements**

Please list the quantity and specific type (e.g., 250mL Erlenmeyer flask).

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#### IV. Chemicals and Reagents

Specify concentration (Molarity/Normality) and volume required.

Chemical/Reagent Name	Concentration	Volume/Mass

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#### V. Terms of Responsibility

I, the undersigned, assume full Responsibility for the items requested. I agree to:

1. **Inspect** all items upon receipt for any cracks or malfunctions.
2. **Clean** all glassware and return equipment to its proper storage after use.
3. **Compensate** for any breakage or loss due to negligence according to university policy.

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**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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#### VI. Administrative Action (Office Use Only)

**Availability Status:**  Approved  Denied  Rescheduled

**Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Returned Items Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

(Notes on breakage/penalties: \_\_\_\_\_)