

## **Faculty of Engineering and Applied Sciences: Technical Services Requisition Procedure**

Technical Services offers a wide range of biomedical, electronic and mechanical services to our Faculty and the rest of the Memorial University community.

To engage Tech Services, meet with a representative to obtain a quotation on services required. Attach quote to the [Technical Services Work Requisition](#), sign the requisition and send it electronically to the Engineering Finance Office for verification the expenditure is an eligible expense and the funding is available. Once financial approval is obtained it will be sent by the Finance Office to Technical Services for the work to be completed.

On occasion, it is possible the work was under estimated, if this happens (more than 10%), Technical Services will stop the work in order to provide an updated quotation for approval of the additional funding needed to complete the work. This approval of additional funding has to be approved by the Principal Investigator and the Engineering Finance Office in order for Technical Services to complete the work.

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