



**MAE Machine Shop Usage Request Form**

**NOTE:** A meeting with technicians or faculty in charge of the machine is necessary to discuss details before work can begin. Consumables cost will be finalized and invoiced prior to fabrication.

**Which machine are you requesting?**

If the intended machine is not in the list, please fill in the blank with the equipment name.

- HAAS 3 AXIS CNC  Big Rep Studio 3D printer  Metal 3D printer  Mark Forged 2 3D printer
- Snap Maker 3D printer  Water Jet Cutter  Sheet Metal Machines  Manual Lathe
- Manual Mill  Shapeoku 3 XXL Router  Mig/Tig Welders  Plasma Cutter
- Other \_\_\_\_\_

**Provide requestor contact details.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Club Organization/Student Thesis/Research (if applicable): \_\_\_\_\_

Major: \_\_\_\_\_

**Provide project advisor details, confirm Faculty Advisor approval, & attain approval from Technician.**

|  |
|--|
| Faculty Advisor Name: _____<br>Faculty Advisor Signature: _____<br>Date: _____ |
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**Technician signature required to schedule appt.**

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| Technician/ Faculty in Charge Signature: _____ Initials: ____<br>Date: _____ |
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**Provide information regarding your request.**

Provide a basic description of the job and intended use or purpose of instrument **behind this page**. Attach detailed drawings, routing documents, or email CAD files if necessary.

MFD by / Appt. Date: \_\_\_\_\_

Estimated Manufacturing Hours: \_\_\_\_\_ Actual Manufacturing Hours: \_\_\_\_\_