# Material Safety Approval Form

This is a request to approve new materials for use in the shops and/or classrooms. This is NOT an order form. Return this form to your Administrative Director. Please allow two weeks for the approval process.

<table>
<thead>
<tr>
<th>DATE:</th>
<th>REQUESTED BY:</th>
<th>PHONE NUMBER:</th>
<th>EMAIL ADDRESS:</th>
<th>FACULTY</th>
<th>STUDENT</th>
<th>STAFF</th>
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**MATERIAL NAME:**

**DESCRIPTION:**

★ IMPORTANT! A Material Safety Data Sheet (MSDS) for the requested material must be attached to this form.

<table>
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<tr>
<th>VENDOR NAME:</th>
<th>PHONE NUMBER:</th>
<th>COMPANY WEBSITE:</th>
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Check all that apply:

- PERSONAL USE / EXPERIMENTATION
- INSTRUCTIONAL
- REQUEST FOR RESALE

**INTENDED USE FOR MATERIAL? Check all that apply:**

- laser cutter
- sanding
- band saw
- CNC
- drilling
- table saw
- vacuum former
- heating
- miter saw
- other ____________________________

**WHERE WILL MATERIAL BE USED? Check all that apply:**

- Sullivan shop
- Classroom
- Grad / Undergrad studio ______ Rm #
- Sharp shop
- Resale
- Other ____________________________

**DESCRIBE PROJECT:**

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**ADMIN USE ONLY:**

- RESALE WILL CARRY