Introduction
The vacuum freeze dryer in the Biochemistry Department is currently malfunctioning, with a consequent inefficiency in our operation and a loss of productivity of our research staff. In response to this problem, I have examined the costs of servicing the current equipment and the cost of purchasing a new freeze dryer. This memo presents my findings and a purchase request.

Summary
The current vacuum freeze dryer is unreliable, slow, limited in capacity, and costly to maintain and repair. A new freeze dryer would be more reliable, faster, double the capacity of the current dryer, and cost efficient in the long term. In addition, the new dryer would continue to serve Biophysics and Microbiology as well as Biochemistry. We therefore suggest a cost sharing arrangement with Biophysics and request additional funds from the general equipment budget to meet the total cost of the new dryer at $4,570 if purchased immediately.

Problems with the Current Freeze Dryer
The current vacuum freeze dryer is unreliable, slow, limited in capacity, and costly to maintain and repair.

Specifications of a New Freeze Dryer
A new freeze dryer can be purchased from Freeze-It at the old catalog price of $4,570 if purchased now.

Advantages of Purchasing a New freeze Dryer
The new freeze dryer would be more reliable, faster, double the capacity of the current dryer, and cost efficient in the long term since it would eliminate the current high repair costs.

Proposed Cost Sharing Arrangement
A cost sharing arrangement with Biochemistry, Biophysics, and the general equipment budget will be necessary to make this purchase.

Request for Funds from Biophysics and the General Equipment Fund
Biochemistry can contribute $2,000 toward the purchase of a new freeze dryer. We request that you solicit 20% of the total cost from Biophysics and allocate the remaining cost from the general equipment budget.