

Request to Purchase Equipment Using University Funds

I. Please provide the following information:	
Name _____	Empl ID _____
E-mail _____	
Equipment Requested	
Make, model, other specifications _____	
Vendor _____	
Cost _____	
Business Purpose (how equipment will be used in conducting University business)	

Source of Funding	
_____ Departmental Research Funds	
_____ Grant or Award (documentation required)	
II. Attach the following documents to this form:	
Estimate from Vendor, Print-Out of Web Description, Etc.	
Verification of Funding, if required (must describe source, amount, purpose, and conditions of funding)	
III. Approvals	
For Hardware and Software	
_____	_____
Chair, Technology Committee	Date
For hardware, software, and all other equipment	
_____	_____
Chair	Date
IV. Sign and date your request.	
I understand that any equipment purchased wholly or partly with University funds belongs wholly to the University and must be accounted for and returned as required by University policy. I further understand that I must pay for all supplies and maintenance for laser printers and research-specific equipment from my own research or personal funds.	
_____	_____
Signature	Date
V. Submit completed and signed form, with all required documents, to the box near Cheryl's office marked REQUESTS.	