Sponsored Project Purchase Justification

Date

Name of Requestor

Name of User

User's Project Role

Project PI

PI approval (email or signature)

Research Administrator approval   (if required by your school)

Equipment Requested

Estimated Cost

Chartstring(s) to be charged*:

Chartstring: Chartstring:
End date: End date:
Allocation(%):   Allocation(%):

Chartstring: Chartstring:
End date: End date:
Allocation(%):   Allocation(%):

 *If more than one chartstring, please provide percentages to be allocated to each chartstring and rationale for how the percentages were determined.

If end date is less than 90 days from now, please be aware that this purchase may not be allowable.

Is the user paid on this chartstring?

Was this item included in the proposed budget justification?
If yes, please attach a copy.
If no, please provide a justification answering the following questions:
  1. Why is this equipment essential for the performance of the sponsored project?
  2. How will this item be used to benefit the aims of this project?
  3. What activities will this equipment item support?

Please attach a copy of this form to the purchase requisition. Attach additional pages if more space is needed.