

Sponsored Project Purchase Justification

Date

Name of Requestor

Name of User

User's Project Role

Project PI

PI approval signature

(or attach email from PI stating approval)

Research Administrator approval

(if required by your school)

Equipment Requested - Item description, quantity and price.

Chartstring(s) to be charged*:

Chartstring:

End date:

Allocation(%):

Chartstring:

End date:

Allocation(%):

Chartstring:

End date:

Allocation(%):

Chartstring:

End date:

Allocation(%):

*If more than one chartstring, please provide percentages to be allocated to each chartstring and rationale for how the percentages were determined. Please note that if end date is less than 90 days from now, this purchase may not be allowable.

Is the user paid on this chartstring?

If not, enter chartstring user is paid on:

Was this item included in the proposed budget justification?

If **yes**, please attach the budget and budget justification, highlighting pertinent sections.

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 and any supporting documents to the purchase requisition. Attach additional pages if more space is needed.