Application to Purchase Computers with Sponsored Research Funds

<u>Instructions:</u> Evaluation of computer purchases should be made by department as appropriate and justifiable for sponsored research costs, since such purchases are normally considered part of institutional F&A costs. This application may be sent ESE Fiscal Office to obtain approval for purchase of computer. Approved form may be attached to purchase requisition or check request, but should be kept for documentation of allowable cost exception.

 1. CHARTSTRING TO BE CHARGED: Source   Fund   Dept.
 2. PROJECT TITLE:
 3. PRINCIPAL INVESTIGATOR (PLEASE PRINT):
 4. DEPARTMENT CHAIR (PLEASE PRINT):
 5. LOCATION OF COMPUTER:
 6. BUILDING NAME: ROOM NO.:
 7. ROOM TYPE (LAB, OFFICE, ETC.):
 8. EXPLAIN WHY THE COMPUTER IS REQUIRED, IS OF DIRECT BENEFIT TO
     THIS PROJECT AND HOW IT WILL BE USED:

9. WAS THE COMPUTER BUDGETED AND JUSTIFIED IN THE BUDGET
PROPOSAL AND APPROVED BY THE SPONSOR?   **Yes**   **No**

If "**No**," explain:

I certify that the above information is accurate. Any disallowances by the Sponsor or auditors will be borne by the department.

Certified (sign and date here):
Principal Investigator   Date:

Certified (sign and date here):
Department Chair   Date:

Certified (sign and date here):   Date:
ESE Fiscal Office/Acct. Tech

Approved/Disapproved (sign and date here):   Date:
ESE Department Manager