

DEPARTMENT OF CHEMISTRY & CHEMICAL BIOLOGY

REQUEST TO PURCHASE COMPUTER ITEMS ON A SPONSORED RESEARCH PROJECT

When purchasing computers, printers and computer supplies on a sponsored research project, please complete this form in its entirety and return it to Lydia Haynes, Room 142, Wright-Rieman Labs, Busch Campus. Attach additional pages as needed.

I. ITEM INFORMATION

Provide a description, which includes the vendor and estimated cost, of the item being purchased.

List the name and project role of the individual for whom the item is being purchased. Provide the location where the item will be used.

II. PROJECT INFORMATION

For which project is the item being purchased? If for multiple projects, please provide the percentage breakdown.

Explain why this item is required for your research, why it is of direct benefit to the project and how it will be used.

Was this item included in the proposal budget and narrative? If no, attach a copy of the sponsor's financial approval or provide a justification.

Is this item being purchased in the last six months of the award? If yes, explain why the purchase is necessary.

III. CERTIFICATION

I certify that this item will be used primarily (at least 95%) in support of the sponsored project. I assure that this would not be purchased but for the research.

Requestor Name (print): _____ PI Name (print): _____

Requestor Signature: _____ PI Signature: _____

IV. APPROVAL

Department Chair Name (print): _____

Department Chair Signature: _____