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: Allocation(%):	End date: Allocation(%):
Allocation(70).	/ Mocation (70).
Chartstring:	Chartstring:
End date: Allocation(%):	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.	
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?	

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

3. What activities will this equipment item support?