

Equipment Purchase Approval Request ¹

Requester Name:	Project Name:	Date:
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Approval is needed for General Purpose Equipment costing more than \$5,000 or Special Purpose Equipment costing more than \$150,000. Equipment cost includes the equipment plus any accessories, supplies, software, etc. that are required to make the equipment functional.

Item	Item Name	Estimated or Actual Cost	Estimated useful life (in years)	Description/Purpose (Describe the equipment, what it is used for, how it supports the project goals/benefits, and how it aligns to the approved Plan of Work.)	Supply Y/N ²	Linked to Item # ³
1						
2						
3						
4						
5						
6						

¹This form is to be submitted to the Dean's office prior to equipment purchase. Equipment cannot be purchased before approval is obtained from NIFA.

²Indicate yes if this would normally be a supply item (item costing less than \$5,000 with a useful life of less than one year) but is included in the request because it is required to make another listed item functional and is therefore part of the per-unit cost of acquiring the piece of equipment.

³If you indicated "Yes" in the supplies column, please list the Item Number to which this item is linked.