

## Application to Purchase Computers with Sponsored Research Funds

Instructions: This application may be sent to OSR (attention Pre Audit section) to obtain pre-approval prior to purchase, OR attached to purchase requisition, OR attached to a check request.

1. ACCOUNT NUMBER TO BE CHARGED (5-xxxxx): 5-
2. PROJECT TITLE:
3. PRINCIPAL INVESTIGATOR (PLEASE PRINT):
3. DEPARTMENT CHAIR (PLEASE PRINT):
4. LOCATION OF COMPUTER:

BUILDING NAME:

ROOM NO.:

ROOM TYPE (LAB, OFFICE, ETC.):

5. EXPLAIN WHY THE COMPUTER IS REQUIRED, IS OF DIRECT BENEFIT TO THIS PROJECT AND HOW IT WILL BE USED.

6. 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 \_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

Certified \_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

Approved/Disapproved \_\_\_\_\_  
Office of Sponsored Research /Vice Chancellor  
for Research & Economic Development

\_\_\_\_\_  
Date

If Disapproved, explain