

**The University of Alabama in Huntsville  
REQUISITION FOR COVID RELATED PURCHASES**

DATE: \_\_\_\_\_

Requestor: \_\_\_\_\_

Requisition # \_\_\_\_\_

Department: \_\_\_\_\_

Charge Org# / Fund # \_\_\_\_\_ / \_\_\_\_\_

**SECTION 1 – Identification of Costs – (check applicable box)**

- A.  Implement evidence based practices to monitor & suppress COVID
- B.  Technology Cost associated with distance education
- E.  Other (enter description) \_\_\_\_\_
- C.  Lost Revenue
- D.  Reimbursement for expenses already incurred

**SECTION 2 – Explanation – The explanation should address the questions below:**

1. How does this purchase prevent and mitigate the spread and transmission of COVID-19 at UAH?

2. How does the expense relate to outreach to financial aid applicants about the opportunity to receive financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances described in section 479A of the HEA.

3. Why did we purchase these items and what were we trying to accomplish? Are the expenses reasonable and necessary? If so, explain.

4. Explain the source of the lost revenue associated with the COVID-19 pandemic. Attach support that meets the requirements of lost revenue to address rationale and methodology the lost revenue calculation.

See FAQ: <https://www2.ed.gov/about/offices/list/ope/heerflostrevenuefaqs.pdf>

5. Use this space for additional remarks

**REQUESTOR SIGNATURE:** \_\_\_\_\_

*NOTE: Generic or incomplete justifications will be returned to the preparer for additional explanation. Attach all quotes and additional backup to this form*