

OFFICE OF SPONSORED PROGRAMS TANGIBLE PROPERTY PURCHASE APPROVAL FORM

Requisition No.: _____ **Award Number:** _____
Org/Fund No.: _____ **Funding Agency:** _____
Item Location: _____ **Budget Unit Head:** _____
Dept/Center: _____

I. ITEM INFORMATION

Description and intended use: _____

Manufacturer (NOT VENDOR): _____
Estimated Unit Cost: \$ _____ Model No.: _____

_____ Is the item listed in the proposal? If "No":
➤ Indicate proposal line item from which it will be rebudgeted: _____
➤ Justification for the purchase: _____

_____ Is the item sole-source (only one acceptable vendor)? If "Yes" and asset value is >\$3000: The UAH "Request for Sole/Single Source Justification" form must be attached to the requisition.

_____ Is the item being incorporated or fabricated into a higher system?
 Waive F&A (requires OVPR written approval attached to the requisition)
 Do not waive F&A
Higher system description and/or asset tag: _____

_____ Is the item a contractual deliverable?

_____ Is the item a replacement or upgrade to an existing system with value of at least \$5000?
System description and/or asset tag: _____

_____ Is the item specialty lab equipment? If "Yes", please contact OEHS, oehs@uah.edu

II. CERTIFICATION

By signing this document, I am certifying that:

A. SCREENING (Check one)

This item has been screened through department/center and is not available for the following reason:

- Not required (item cost is under \$10,000)
- Not in department/center inventory (item cost is \$10,000 – 24,999)
- Not in college/center inventory (item cost is \$25,000 – 49,999)

B. Approval to purchase this item does not negate my obligation under this contract, nor does it authorize expenditure in excess of funds allocated on the contract.

Principal Investigator

Date