

Research Authorization Form

A Research Authorization Form must be completed and sent to the Office of Research for approval prior to using a Purchasing Card for the items listed below or any purchase exceeding \$1,000. Cardholders will be held financially responsible and have their Cards suspended for any of these Purchasing Card transactions if a Research Authorization Form is not on file with all original documentation in a centrally located, department file.

- Travel
- Minor equipment, software, and computers
- Dues and Subscriptions

REQUEST BY

Name _____ E-mail Address _____

Phone Number _____ Fax _____

GRANT(s)# TO BE CHARGED _____

DATE TO BE PURCHASED (please include shipping time and if it is a made-to order item, please include the lead-time) _____

AMOUNT OF PURCHASE _____

DESCRIPTION OF PURCHASE (e.g. travel, equipment, software, dues etc) _____

TRAVELRESTRICTIONS

Alcohol, dry-cleaning, hotel in-house movies are not allowed on federal projects.

DUES & SUBSCRIPTIONS POSTING PROTOCOL

These type purchases should be split among various projects based on which projects will benefit and in what proportion will they benefit from the subscription.