

**DEPARTMENT OF CHEMISTRY & CHEMICAL BIOLOGY**

**REQUEST TO PURCHASE COMPUTER ITEMS ON A SPONSORED RESEARCH PROJECT**

*When purchasing computers, printers and computer supplies on a sponsored research project, please complete this form in its entirety and return it to Lydia Haynes, Room 1119, New CCB Building, Busch Campus. Attach additional pages as needed.*

**I. ITEM INFORMATION**

Provide a description, which includes the vendor and estimated cost, of the item being purchased.

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List the name and project role of the individual for whom the item is being purchased. Provide the location where the item will be used.

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**II. PROJECT INFORMATION**

For which project is the item being purchased? If for multiple projects, please provide the percentage breakdown.

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Explain why this item is required for your research, why it is of direct benefit to the project and how it will be used.

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Was this item included in the proposal budget and narrative? If no, attach a copy of the sponsor's financial approval or provide a justification.

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Is this item being purchased in the last six months of the award? If yes, explain why the purchase is necessary.

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**III. CERTIFICATION**

***I certify that this item will be used primarily (at least 95%) in support of the sponsored project. I assure that this would not be purchased but for the research.***

Requestor Name (print): \_\_\_\_\_ PI Name (print): \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ PI Signature: \_\_\_\_\_

**IV. APPROVAL**

Department Chair Name (print): \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_