

Purchase Order Request Form

Only boxes outlined in red are required.

PO#:

*this is for business office use ONLY

Date of Request:

Req#:

Requestor Name:

Requestor Phone#:

Vendor Name:

Is this order based on a quote or invoice? No Yes, see attached

Qty	Item#	Description	Unit Price	Extended Price
			Subtotal Page 2	
			Grand Total	

****If you have more than 4 items, please continue your list on page 2****

These items are for Research:

Provide purpose or relevance to project being charged such as materials for animals studies, antibodies, equipment (over 10k), and reagents

General Lab / Office use

(such as toner, printer paper, general cleaning supplies, paper towels used in research)

My signature below confirms that the above items have a direct relationship to the funding source, and it is ok to charge the following fund(s):

Account(s) to charge:

Provide Sponsor Ref Number (R01NSxxxxxx), Fund #, or Nickname of account

PI/Designee Name and Signature: _____

"The Principal Investigator is responsible for ALL aspects of the grant (both scientifically and proper fiscal stewardship)."

COMPLIANCE CHECKLIST:

- ✓ Costs must be specifically identified with a particular project. Charge it where you will use it!!
- ✓ Costs must be allocable (i.e., costs must benefit a particular project to be charged to that particular project)
- ✓ Costs must be reasonable (i.e., charging costs to a particular project must reflect the actions of a "prudent person").
- ✓ Costs must be allowable (i.e., certain costs, such as alcohol, may not be directly charged to a Federal grant under any circumstances).
- ✓ Costs normally included in the institution's research F&A cost rate CANNOT be charged to a federal grant (e.g., administrative staff or office supplies).

