**College of Agriculture and Environmental Sciences**

**Equipment Pre-Acquisition Authorization**

***(To be completed prior to proposal submission for all equipment items regardless of price)***

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| Principal Investigator: | Funding Agency and Type ***(NIFA/Evans-Allen, NIFA/Capacity, NSF, DOE, etc.)***: |
| Project Title: |
| Equipment Item(s) – *list each item separately*: | Estimated Cost(s) – *price each item separately*: |
| Proposed Location: |
| Expected annual maintenance cost: | $  |

Building/space modifications required: *(click appropriate box)* [ ]  **YES** [ ]  **NO**

*If yes, attach a description of needed modifications and estimate of expected cost associated with changes*.

Special training required: *(click appropriate box)* [ ]  **YES** [ ]  **NO**

*If yes, are training costs included in final bid/quote. If not, list below.*

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Please provide a brief description of the equipment’s use and attach a vendor quote.

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The items described on this form have been screened by the facilities office and are hereby approved for purchase. If denied please indicate the reason below.

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| Facilities Office Date |