

Equipment and Software Requisition Form

Purchasing Organization Information	
Organization:	
Requestors Name:	
Purchase Justification:	

Fill out this section for <u>Equipment</u> Purchases				
Item:		Tracking Number:		Quantity:
Vendor:		Expected Lifespan:		

Please fill out this section for <u>Software</u> Purchases				
Software:		Version:		Quantity:

Financial Information	
Purchase Price (ea):	Annual Maintenance/subscription cost (ea):
Monthly Principal Payment (es):	
Total Cost:	
Lease/Subscription End Date:	
Cost Share Information*:	
Notes:	

* - For cost share information please note which other agencies will use the equipment and how the costs will be split. If no other agency will use the equipment please write "n/a"

Items with a fair market value of less than \$5,000 may be disposed of with no further obligation to the Federal awarding agency. See 2CFR200.313 for further clarification if needed.