NEEP Research Admin Review for Funded Purchases V. 08.26.24

1. **P-card (Order Under $5k)** ☐   **Req/PO (Over $5k/Vendor does not accept CC?)** ☐

End User Name: [_____]   PI of Funding: [_____]

Telephone # for ?'s: [_____]   RA Approval: [_____]

Fund (133,135,150,144,233) [____]   Project ID: [_____]   Today's Date: [____]

Vendor [_____]   Amt of Purchase: [_____]

2. **What is the purpose of the purchase? Mark only 1 box**

☐ Research / Lab Supplies - Code to 3105   ☐ Repair / Maintenance - Code to 2480

☐ Software - Code to 3150   ☐ Computer Peripherals, Cables, etc-Code to 3194

☐ Machining / Prof. Services - Code to 2620   ☐ Membership - Code to 3730

☐ Other [_____]

☐ **Stand-alone equipment** for more than $5k that is not part of a planned or current fabrication, nor an upgrade to an existing asset–code to 4602

☐ **Component(s)** for an approved **fabrication or upgrade.** –code 4670 (must be at least $200)

Asset ID: [_____]

Name of System: [_____]

*NEW ASSET/Fabrication?? Email Jesse Prochaska (jjprocha@wisc.edu) to set up a new Asset ID *

3. **What is being purchased and why?**

   1. What: [_____]

   2. Why Necessary/Purpose:

4. **Delivery and Vendor Info:**

   1. Campus Address for Delivery (Bldg and Room #): [_____]

   2. Vendor Contact:

   Name: [_____]

   Email: [_____]

FORWARD COMPLETED FORM(S) and VENDOR QUOTES TO YOUR PI's ASSIGNED RESEARCH ADMINISTRATOR.