Research Authorization Form

A Research Authorization Form must be completed and sent to the Office of Research for approval prior to using a Purchasing Card for the items listed below or any purchase exceeding \$1,000. Cardholders will be held financially responsible and have their Cards suspended for any of these Purchasing Card transactions if a Research Authorization Form is not on file with all original documentation in a centrally located, department file.

- Trave
- Minor equipment, software, and computers
- Dues and Subscriptions

REQUEST BY

Name	E-mail Address
Phone Number	Fax
DATE TO BE PURCHASED (please include shipping time an	nd if it is a made-to order item, please include the lead-time)
	nd if it is a made-to order item, please include the lead-time)
AMOUNT OF PURCHASE	

TRAVEL RESTRICTIONS

Alcohol, dry-cleaning, hotel in-house movies are not allowed on federal projects.

DUES & SUBSCRIPTIONS POSTING PROTOCOL

These items rarely have direct benefit to only one project and are therefore reimbursed as indirect costs. They will be allowed as direct charges to sponsored projects only in cases where specific direct benefit can be demonstrated.