Equipment Requisition Form
(purchases under $5K) (MAFES Modifications)

Department:_______________________________________________________ Request Date:______________________

Equipment Card Manager:____________________________ Phone Number:_________________ Department Fax #:__________________

Please circle one of the following:     In store purchase /website order /telephone order Date Ordered:_____________________

If website or telephone is chosen please provide either the website or phone #____________________________________________________

VENDOR:

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<tr>
<th>Qty</th>
<th>Item #</th>
<th>Detailed Description</th>
<th>Price</th>
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Shipping:

Total (*above $2,500 requires MAFES Associate Director approval in advance of order)

Requestor signature:__________________________________ Printed Name:_________________________ Date:____________________

Department Head signature:_________________________________________________________________ Date:____________________

MAFES Associate Director:_________________________________________________________________ Date:____________________

Fund*/Org/Acct/Prog/Actv _____________________________ _____ % (attach a separate sheet for additional FOAPAs)
*If restricted (3xxxxx/8xxxxx), the restricted fund section below is required.

RESTRICTED FUNDS  FEDERAL FUNDS  Principal Investigator Approval:

Fund Name
Along with this Equipment Request Form please send one of the following: Signature: __________________________
  Copy of Budget OR Budget Narrative OR Sponsor Approval Date: __________________________

SPA Approval ___________________________ Date: __________________________

E-Mail request in advance of purchase to spacounting@controller.msstate.edu

Modified 2-14-08
• Use of the Equipment Requisition Form (MAFES Modification) is required.

• Use of SIGNOUT sheets are required, both for the equipment card and the regular procard.

• Approval for expenditures above $2500 will still require MAFES Associate Director approval in advance of placing an order. The completed Equipment Requisition Form should be routed to either Associate Director for signature.

• Signatures on the Equipment Requisition Form should be original.
  o Budget Managers should sign for PIs only when clear, written authorization of such responsibility is given and approved by the Department Head.
  o Budget Managers must have a signature authority letter on file if signing for a department head.

• Computers must receive approval of Computer Applications and Services before the order is placed.

• Designation of whether a fund is “Federal” is required by Sponsored Programs Accounting. If you have questions about determining whether a fund is federal, please call.

• Please be reminded of the personal liability for the total amount of any improper purchases (see cardholder agreement).