



Equipment Procard MAFES Reminders

- 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.
 - Budget Managers should sign for PIs only when clear, written authorization of such responsibility is given and approved by the Department Head.
 - 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).