

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

Departi	ment:		Request Date:
Equipm	nent Card Manag	ger: 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:			
Qty	Qty Item # Detailed Description		Price
			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:			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			
Copy of Budget OR Budget Narrative OR Sponsor Approval			
SPA	Approval	Date:	
E-Mail request in advance of purchase to spaccounting@controller.msstate.edu			



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 <u>personal liability</u> for the total amount of any improper purchases (see cardholder agreement).