



**SPONSORED PROJECT EQUIPMENT PROCUREMENT FORM
(Procurement Brief)**

A. AWARD, REQUISITION/PO# AND OTHER INFORMATION

Agency _____ REQ#/ PO# / EX# _____

Award/Contract # _____ Rice Fund # _____

Principal Investigator _____ Vendor _____

B. DESCRIPTION OF EQUIPMENT AND INTENDED USE

This information is required for all equipment acquisitions totaling \$5,000 or more that are charged wholly or partially to a sponsored project (R fund).

C. CERTIFICATIONS

- The equipment is necessary for the sponsored project(s) listed above and investigation has revealed that the same equipment or satisfactory substitute is not reasonably available and accessible on campus at this time.
- This equipment will be made available for multiple or shared use on other sponsored projects, if such other use will not interfere with the work on the project(s) for which it is being acquired.
- I understand that equipment acquired with Federal or State of Texas funds cannot be used to provide services to other organizations for a fee that is less than private companies charge for equivalent services. I will contact Research and Cost Accounting for guidance if the equipment will generate fees from other organizations.
- I certify that the cost allocation for this equipment is in reasonable proportion to the benefit to each funding source.
- **I certify that this equipment purchase does not constitute a change in scope for any sponsored project fund listed above.**

Principal Investigator (approval required *) Date _____

D. APPROVAL (approval required* if cost is >\$100,000)

Department Chair or Designee Date _____

* Approvals required – (1) sign; or (2) copy the required approver(s) on the email forwarding the form; or (3) include approval support with the form.

Purchase Orders: Upload completed form and support to Requisitions section in Rice Marketplace.

Cost Transfers:

(1) Enter EX# _____

(2) Forward copy of completed form and support to crystald@rice.edu or florgar@rice.edu.