The PI’s Program Assistant or Financial Assistant can complete this form with answers from PI. This form, or an email with these questions answered, must be filed with the purchase record. This form should be saved for reference, as it is required for award closeout.

PI: Click here to enter text. Today’s Date: Click here to enter a date.

1. What is being purchased: Click here to enter text.
2. Is this a laptop or desktop computer?: Choose an item.
3. Is this project FDP/RTC?: Choose an item.
4. Was this computer requested at the proposal stage? (Ask PI): Choose an item.
5. What is the programmatic justification for charging this purchase to this project? (Paste PI response here, 1 to 5 full sentences): Click here to enter text.
6. Will this computer be exclusively used on this project?: Choose an item.
7. What is the current project end date? Click here to enter a date. Choose an item.
* If this end date is less than 90 days from now, please be aware that this purchase may not be allowable. If the project needs a no-cost extension, please alert the Departmental Research Administrator immediately.

Person who completed this form: Click here to enter text. PUR #: Click here to enter text.

*Alert RA immediately if “Yes” to Question 2, or “No” to Questions 3, 4, or 6, or if the project will end in less than 3 months. Email the RA with any questions you have*.

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ To sustain an auditable justification of the allowability of computers charged directly to a Federal award, the computer must be used primarily (at least 95%) for the programmatic conduct sponsored project. If a computer is 100% funded from a Federal sponsor, the computer should not be used for non-programmatic purposes on more than an incidental basis. Criteria for consideration include: (not all encompassing, nor are all required):

* Incidental use never interferes with project use
* Incidental use is solely for convenience (e.g., responding to project related e-mails in a timely manner while away from the office)
* Incidental use itself would not have justified purchase of the laptop
* Incidental use never requires removing the laptop from the project location
* Incidental use does not exceed a *de minimis* amount (<5%)
* Generally non-project files or data are not stored on the computer
* The computer is never used for administrative support, such as purchasing and grant management, since these uses can never be directly charged to a Federal award