

# Major Equipment Purchase Without Specific State Authority

Date: \_\_\_\_\_

- A. Department: \_\_\_\_\_
- B. Name of equipment: \_\_\_\_\_
- C. Cost of equipment only: \_\_\_\_\_
- D. Approximate amount of total purchase contract to supplier/manufacturer: \_\_\_\_\_
- E. Contact person for questions: \_\_\_\_\_
- F. Secondary contact person for questions: \_\_\_\_\_
- G. Is it research, scientific, or medical equipment? \_\_\_\_\_
- H. A brief description of the equipment. (a physical description using technical terms is OK).
- I. What does it do? What is its purpose? (technical language ok as long as the message comes across to a non-scientist.)
- J. Why is it beneficial to UK to have this piece of equipment? Why is it needed?
- K. How is the purchase to be funded? How much from each source, if multiple sources?
- L. Will the funding involve funds from the Office of the Vice President for Research?
- M. Typically, all the funds needed are moved into a plant fund before the purchase process proceeds. If not fully funded prior to the purchase order, will the supplier/manufacturer finance it for UK? How much are the finance charges? Are the finance charges contained in the total purchase price?
- N. If the supplier/manufacturer is not financing it for UK, who is? How are the payments being funded over time?
- O. Financing over time is debt. What assurance can be given to the UK Debt Committee that the funding will be available in the future for the future payments? Is there a back up source for funding within UK specifically for this equipment purchase?
- P. Have the funding arrangements and/or budget transactions been discussed with the Provost Budget Office yet? \_\_\_\_\_ If so, with whom? \_\_\_\_\_
- Q. Is there a deadline to purchase the equipment? Explain.

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