



**PRIOR APPROVAL TO CHARGE MAINTENANCE/REPAIR COSTS**

**AS550**

**Purpose**

Maintenance/repair costs for **general** purpose equipment, buildings, and land are not allowable on sponsored agreements.

Maintenance/repair costs for **special** purpose equipment which is used to support or advance the work of the project is allowable on sponsored agreements and is ordinarily listed in the approved the budget. When maintenance/repair costs to special purpose equipment is not included in the approved budget, complete this form to obtain necessary approvals before charging the sponsored agreement. The costs must be proportionately allocated to each project or activity (externally or institutionally funded).

**Request Information**

Inventory ID# _____	Original Source of Funds (OSOF) _____
Purchase Date _____	Acquisition Cost _____
Description of Equipment _____	

<i>check one</i>	<input type="checkbox"/> Maintenance	<i>Answer</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Is the equipment used for departmental research?
	<input type="checkbox"/> Repair		<input type="checkbox"/> YES	<input type="checkbox"/> NO	Is the equipment located in a service/recharge center?

**Allocation of Maintenance/Repair Cost**

	Projects (include Grant/Program ID)	Sponsor (if appropriate)	Amount	% Allocated
1				50.00
2				
3				
	TOTAL COST of Maintenance/Repair		\$ 0.00	100%

\*Include departmental program(s) if appropriate.

**Justification**

Include justification for each Grant ID listed above.

1	
2	
3	

**Approvals**

I certify that the maintenance/repair costs for the above specialty equipment is necessary to complete the objectives of the above listed project(s) and/or activity(ies) and is proportionately allocated to each.

Principal Investigator _____	Print Name _____	Date _____
Department Head _____	Print Name _____	Date _____

<b>FOR ACCOUNTING SERVICES USE ONLY:</b>		
Sponsored Program Accounting _____	Print Name _____	Date _____