



## Property Management Office

### End Of Award Purchase Justification Form

**Purpose:** To document the purchase of capital equipment, acquired on an AWARD(s) ending within 90 days of the requisition date.

*Please note: Responsibility for accurately coding acquisition transactions for equipment, approving funding sources and documenting allocation methodology rests with the originator and the authorized Departmental approvers.*

#### Section I – Transaction Details

Requisition Date	
Requisition Number	
Award(s)	
Originator/Requestor	
End Route Approver	

#### Section II – Transaction Justification

**Checklist** (Check all that apply)

- Is there an approved no cost extension? If so, please attach any backup.
- Is there a follow-on award/ SPO on which this equipment will be used? If so, please include in justification below.
- Is there existing research on which this equipment will be used? If so, please include in justification below.

**Justification** (E.g. How does the purchase benefit the research/award?)

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Department Authorized Personnel Name (printed):	Department Authorized Personnel Title (printed):
Signature:	Date:

Internal Distribution: PMO, OSR