

KETTERING REQUEST FOR EQUIPMENT ACQUISITION FROM DONOR



ROUTING AND ACKNOWLEDGEMENT

Purchasing
Accounting
Physical Plt.
EH&S
Safety
Univ. Adv.
I.T.

ITEM

Description:

To be acquired by:

Gift

Consignment

Will Kettering funds or services be required to acquire, install or place the item in operation?

Yes

No

Describe the Kettering funds that will be used:

Kettering Index:

Will this item replace another item now in use?

Yes

No

If yes, identify replaced item: Tag No.:

or Description:

Expected cost to dispose of replaced item:

Expected date of acquisition:

Date needed in operation:

Where will the item be located?

Is space now available?

Yes

No

Is it in operating order?

Yes

No

If no, describe needed repairs:

SOURCE OF ITEM

Supplier or Donor Name:

Street Address:

City, State, Zip:

Contact Person:

Phone No.:

Estimated cost or value placed on the item by donor: \$

Attach a letter from donor documenting this valuation.

Estimated transportation cost: \$

Estimated additional costs to place in operation: \$

Estimated annual operating costs: \$

and chargeback index:

APPROVALS

Requested By - Tel# - Date

Chargeback Index Approval - Date

Department Approval - Date

Staff Head Approval - Date