

Maintenance/Repair Cost Allocation Documentation Form

The Ohio State University Research Foundation
1960 Kenny Road, Columbus, Ohio 43210-1063

This form is to be submitted with all 1303 Requisitions for the purchase of maintenance and repairs.

Purpose: Federal regulations from the Office of Management and Budget, contained in Circular No. A-21, require that all costs charged to a sponsored project be directly allocable to that project. Completion of this form provides documentation to support the allocation of costs for maintenance agreements or repairs charged to a project based on proportional use and cost.

Project Information

Date _____

RF Project No. _____ Dept. Req. No. _____

Initiated by _____ P.I. Name _____

Department Name _____

Department Address _____

Please indicate if this request is: New Or Revised (see note at the bottom on the second page).

If this is a revised request documenting actual usage and transferring costs, indicate the Research Foundation Purchase Order No. here: _____ RF _____ used for the initial purchase of maintenance or repair.

Vendor Name for Maintenance Agreement or Repair _____

Equipment Description _____

Model No. _____ Serial No. _____

OSURF Property Tag No. _____ (or) OSU Property Tag No. _____

Complete Item No. 1—Sole Usage (below) if only one project is using the equipment. Otherwise, complete Item No. 2—Shared Usage and Cost (on the second page).

1. Sole Usage

I certify that, to the best of my knowledge, the RF project noted above has 100 percent use of the equipment and that, except for any cost sharing that might be provided by the department, all of the cost of the maintenance/repair referred to in the accompanying 1303 Requisition are being charged to that RF project.

Certification by P.I.

SIGNATURE OF PRINCIPAL INVESTIGATOR

DATE

PRINT NAME

See second page if more than one project and/or department account is contributing to the cost of maintenance and repairs and for Principal Investigator certification.