

Maintenance/Repair Cost Allocation Documentation Form

2. Shared Usage and Cost

If the usage of the equipment being covered under the maintenance agreement/repair is shared by more than one project and/or with an OSU department(s), the cost of the maintenance agreement/repair must be determined by proportional use and cost as indicated in A and B below.

A. Cost of Use Per Hour

Please provide the following information:

List total cost of maintenance agreement/repair: \$ _____

List total hours of usage during the maintenance or repair period: _____ (hours used)

Calculate the cost of use per hour by dividing the total cost of the maintenance agreement/repair by the total hours used.

Example:
$$\frac{\text{Total cost of maintenance}}{\text{Total hours used}} = \text{_____} / \text{hour}$$

B. Direct Allocable Cost

Please provide the project number(s) and/or account number(s) and the corresponding hours of usage for each project or department contributing to the cost. Multiply the hours used by the cost of use per hour as derived in A (above) to determine the direct allocable cost. Principal Investigators must sign and print their names beside each of their projects being charged, with the understanding that the signature will serve as certification that all information given is accurate and true to the best of their knowledge and further certify that if no Ohio State University account is being charged, the RF project account(s) being charged (listed below) has or had sole use of this equipment.

Principal Investigator Signature and Certification (for RF Projects)	Print Name	Projects No(s). of Account No(s).	No. of Hrs.	Cost of Use per Hr.	Total Direct Allocable Cost
1. _____	_____	_____	x	_____	/hr.= _____
2. _____	_____	_____	x	_____	/hr.= _____
3. _____	_____	_____	x	_____	/hr.= _____
4. _____	_____	_____	x	_____	/hr.= _____
<i>The sum of the total direct allocable costs must equal The cost of the maintenance agreement or repair.</i>			Total Cost	_____	

NOTE: Responsibility at the End of the Maintenance Period

At the end of the maintenance agreement period. The P.I. is responsible for providing any necessary cost transfer requests and a revised Maintenance/Repair Cost Allocation Documentation Form if the actual usage of the equipment is substantially different from that provided in the original request above.