

**CORNELL COOPERATIVE EXTENSION (CCE) ADMINISTRATION
FEDERAL FORMULA FUNDS**

REQUEST TO PURCHASE EQUIPMENT

The department must complete the following application, submit to CCE Administration, and receive signed form back in your department **prior** to the purchase of all equipment over \$500 (including computers). By submitting this application you acknowledge the fact that the equipment must be used 100% in support of the Extension program/project funded with Federal Formula Funds FFF (Smith Lever, EFNEP, IPM, RREA). *If the equipment is not used 100% for the intended program/project you may pro-rate the cost to the project **ONLY** if the percentage of use is **clearly identifiable**.

It is understood that if the equipment is no longer needed in the requesting department for the intended program/project or the equipment becomes obsolete, sold, or transferred for any reason, the department will contact CCE Administration to either transfer the equipment or credit funds (via a non-federal account) back to CCE.

*Note: This does not include FFF supporting Program Work Teams or other short-term programs/projects.

Department Name _____ Department ID Number _____

Project Title _____

PI _____

Person CCE should return form to if not PI _____

Account Number _____ Amount Charged to Account _____

Percent Charged to Account _____ Total Equipment Cost _____

Type of Equipment ___ Computer

 ___ Other-Description _____

Signing and authorizing this document confirms the department assumes total responsibility for the inventory requirements, use for Extension programming, and complying with Federal and University regulations.

Department Acknowledgement & Approval:

CCE Administration Approval:

Department Chair

Date

Glenn Applebee

Date

CCE Executive Associate Director