

## EP Research Checklist for Federal Funded PCard Purchases

1. Name:  PI:  Funding Source:   
Vendor:  Amount of Purchase:  Date of Purchase:

2. **What is the purpose of the purchase? Mark only 1 box**

Research/lab supplies- Code to 3105

Repair/Maintenance (maintains functionality and value of asset) - Code to 2480

Replace parts (maintain functionality and value of asset) - Code to 3105

**Stand-alone equipment** for more than \$5k that is not part of a planned or current fabrication, nor an upgrade to an existing asset—code to 4602

**Component(s)** for an approved **fabrication**. —code 4670 (must be at least \$200)

Asset ID:

Name of System:

Component(s) to **upgrade** an existing tagged asset, with total costs expected to be \$5k or more. —code 4670

Asset ID:

Name of System:

**If asset ID is not assigned by UW-Property Control, please complete a “Capital Equipment Fabrication Request Form” and route to Dennis Manthey (Rm 146 ERB, or [dmanthey@wisc.edu](mailto:dmanthey@wisc.edu)). The form can be found at link:**

[http://www.bussvc.wisc.edu/acct/propcont/FINAL\\_110.4F%20Capital%20Equipment%20Fabrication%20Request%20Form.pdf](http://www.bussvc.wisc.edu/acct/propcont/FINAL_110.4F%20Capital%20Equipment%20Fabrication%20Request%20Form.pdf)

3. **What is being purchased and why?** (Required if purchased from big-box stores or vendors)

1. What:

2. Why Necessary/Purpose:

**FORWARD COMPLETED FORM(S) and VENDOR QUOTES TO YOUR ASSIGNED RESEARCH ADMINISTRATOR.**