

Account No.: _____

Requisition No.: _____

NEW JERSEY AGRICULTURAL EXPERIMENT STATION
SCHOOL OF BIOLOGICAL AND ENVIRONMENTAL SCIENCE
RUTGERS – THE STATE UNIVERSITY

REQUEST FOR APPROVAL OF THE PURCHASE OF SPECIAL PURPOSE
EQUIPMENT COSTING \$1,000 OR MORE (REQUIRED FOR HATCH, HATCH-
MULTI-STATE, MCINTIRE-STENNIS, AND ANIMAL HEALTH RESEARCH
FUNDS)

Department: _____

Date: _____

I request the approval of the purchase of (identify) _____

as further identified by attached requisition. This equipment is needed to accomplish the
objectives of Project _____ (Insert project number). Describe specific need below:

Check appropriate statements

- This is a necessary replacement for similar equipment in the department.
- The equipment is not now available in the department.
- The equipment exists on campus, but it is not available for our use.
- The equipment does not exist on campus.

Comments: _____

I understand that, if purchased all or in part on the Federal funds indicated on attached
requisition, this equipment will be used on the project(s) indicated above. This equipment
may also be used in similar current research projects in the department or in other
departments and in similar projects in the future. When no longer needed or when no
approved projects for the type of funds used exist, I will inform the Station Director of
this fact.

Date: _____ Signature of Requestor _____

Date: _____ Signature of Department Chair _____

Date: _____ Signature of Station Director _____

(ATTACH COMPLETED AND SIGNED FORM TO REQUISITION)