

Computing Devices Request Form



With the advent of the [Uniform Guidance](#), computing devices may be considered allowable direct charges. The Uniform Guidance, 2 CFR §200.453, part (c), states:

In the specific case of computing devices, charging as direct costs is allowable for devices that are **essential** and **allocable**, but not solely dedicated, to the performance of a Federal award.

Please use this form:

- If you are submitting a proposal with a modular budget and seek to purchase a computing device, attach form to WISPER record, OR
- If you identify a post-award need for a computing device and one was not included in the approved award budget. The request should be submitted prior to purchase to the appropriate Dean or Director's office for review.

NOTE: Award terms and conditions also may require a sponsor's prior approval.

You do not need to use this form if the computing device(s) is already clearly included in the award's budget/budget justification or approved in the WISPER record. For further information, see [guidance](#).

Please fill in the following information:

Principal Investigator:

Date of request:

Award # (MSN...):

Project:

Project start date:

End date:

What is being purchased?

Vendor name:

Estimated or known price: \$

Amount being charged to this project:

%

If less than 100% is being charged to this project, what other funding source(s) will cover the remainder of the cost?

How does the purchase benefit the project and help meet the objectives? Why is it needed?

Principal Investigator signature:

Dean or Director Approval:

Note: As a representative of the Dean's office, it is agreed the purchase is needed in order to complete the promised outcomes of the project. If the purchase is deemed unallowable by RSP or auditor, your department or unit is responsible for the cost.

Routing Instructions: If this form is for a proposal with a modular budget, attach the PI-signed form to the WISPER record. If this form is prepared post-award, e-mail it to your Dean or Director's office for review.