**EQUIPMENT PURCHASE REQUEST FORM**

 **(Required for IDOT-Funded Equipment Items > $5,000)**

**Part I: Equipment Description**

(completed at time of request by Principal Investigator)

 ICT Project Number: R27-      Project Title**:**

Principal Investigator:

Technical Review Panel Chair:

Description of Equipment Requested (> $5,000):

Justification of Equipment Requested / Explanation of Need:

Purchased FY:       Estimated Cost: $

Date Submitted to ICT for Processing:

(For ICT Administration Purposes only) **Grant/Subaward #**:

**Part II: Equipment Approval**

(completed at time of request by ICT, IDOT, and the TRP Chair)

Equipment Request Number Assigned by ICT Administration:

Date ICT Submits to TRP Chair for Approval (m/d/yyyy):

Please select all boxes that apply:

[ ]  The following equipment (     ), will be returned to IDOT at the conclusion of the research project.

[ ]  The following equipment (     ), will be returned to ICT, at the conclusion of the research project.

 TRP Chair Action: [ ]  APPROVED; or [ ]  DISAPPROVED

 TRP Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (m/d/yyyy):

 BR Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date (m/d/yyyy):

**Part III: Equipment Closeout**

Net Book Value of Equipment (at end of project): $

[ ]  The equipment has been returned, as described above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (mm/dd/yyyy):

Title:       Organization: