



LOUISIANA STATE UNIVERSITY

PRIOR APPROVAL TO CHARGE MAINTENANCE/REPAIR COSTS

AS550

Purpose

Maintenance/repair costs for **general** purpose equipment, buildings, and land are not allowable on sponsored agreements.

Maintenance/repair costs for **special** purpose equipment which is used to support or advance the work of the project is allowable on sponsored agreements and is ordinarily listed in the approved budget. When maintenance/repair costs to special purpose equipment is not included in the approved budget, complete this form to obtain necessary approvals before charging the sponsored agreement. The costs must be proportionately allocated to each project or activity (externally or institutionally funded).

Request Information

Inventory ID# _____ Original Source of Funds (OSOF) _____
Purchase Date _____ Acquisition Cost _____
Description of Equipment _____

check one	☐ Maintenance	Answer	☐ YES	☐ NO	Is the equipment used for departmental research?
	☐ Repair		☐ YES	☐ NO	Is the equipment located in a service/recharge center?

Allocation of Maintenance/Repair Cost

	Projects (include Grant/Program ID)	Sponsor (if appropriate)	Amount	% Allocated
1				
2				
3				
	TOTAL COST of Maintenance/Repair		\$ 0.00	100%

*Include departmental program(s) if appropriate.

Justification

Include justification for each Grant ID listed above.

1	
2	
3	

Approvals

I certify that the maintenance/repair costs for the above specialty equipment is necessary to complete the objectives of the above listed project(s) and/or activity(ies) and is proportionately allocated to each.

Principal Investigator	Print Name	Date
Department Head	Print Name	Date

Sponsored Program Accounting Approval

Sponsored Program Accounting	Print Name	Date
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Division of Finance • Office of Accounting Services • Sponsored Program Accounting
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