UCCS Psychology Department - Purchase Request (PR)

Please provide all the information required below and return to department approver, Andrea Williams (awilliam@uccs.edu), in advance of purchase. Purchases made with contract, gift, or grant funds must have additional documentation explaining how the purchase complies with the donor or sponsor's budget and project goals. Incomplete forms will be returned to the requestor for more details.

Purchases must be made with approved university purchasing processes (e.g., procurement card, purchase order, standing purchase order, etc.). **Going to any store or business and purchasing an item or service and then asking for reimbursement IS NOT an approved university purchasing method.** There are some exceptions to this rule, so check with David DuBois or Adriana Pivarnick to make sure your purchase is allowable before taking action. Any alcohol, food, or meal purchase is considered a sensitive purchase and may require pre-approval and additional documentation.

Requestor's Name: | **Date:**

What to Purchase? ☐ **Goods** ☐ **Services** ☐ **Software** ☐ **Study Subject Payments (also fill out pg 2)**

Description:
Item descriptions, product/model numbers, ISBN numbers, and/or web links are helpful. Use a separate page if needed.

Business Purpose:
A brief description of how the purchase benefits the University must be included.

If gift/grant Purchase:
Explain how the purchase fits within the requirements of the sponsor's budget and project goals.

Other Comments:

Funding:
Attach emails that give approval to use speedtype if you are not the fund manager. If exact amount is not known, put the maximum amount from speedtype(s) allowed to be spent for this purchase.

Speedtype Number	Amount	Fund Manager Approval

Controller's office approval for study subject payments:

Psychology Department Study Subject Payment Request Form

Custodian Name (must be an employee):	
IRB#:	
Speedtype #:	
Total Budget:	
Amount Requested:	
Card Type:	○ Amazon eGift Cards ○ Tango Rewards eGift Cards
Card Denominations:	
Avg # Dispensed Per Week:	
Start Date (mm/dd/yyyy):	
End Date (mm/dd/yyyy):	
Will any of the recipients be non-US persons?	○ Yes ○ No ○ Unknown
What is the type of protocol?	○ Exempt (Anonymous) ○ Expedited (Minimally Invasive) ○ Full-Board (Invasive)