School of Social Transformation
Sponsored Purchase Request Form

ASU

This form is designed to document the purchase process for goods/services on sponsored projects; once a completed request is received, our team has a 5 business day processing time. Not for use for Travel or Food purchases.

P-CARD Approval:

SPONSORED ACCOUNT *(Example: GR#####)*		Account Signer Name:
		Account Signer Signature:
PRINCIPAL INVESTIGATOR *(PI)*		P-Card # (Last 4 Digits):
REQUESTOR INFORMATION *(if PI is requesting order, leave blank)*	*Name*	*Email*
SUPPLIER/SERVICE PROVIDER *(one Purchase Request form per supplier)*	*Name*	*Delivery Instructions* *(Building/Room #)*

◯ **Internal ASU Supplier?** (e.g. ASU Print & Imaging Lab, ASU Mail Services, or **SunRISE** online catalog in Workday FMS)
◯ **Non-ASU/External?** If so, please briefly address why and how the supplier/service provider was selected (costing process, etc.)

PLEASE PROVIDE A BRIEF, DETAILED BUDGET JUSTIFICATION THAT IS SCIENTIFIC IN NATURE AND DESCRIBES HOW THE REQUESTED GOODS OR SERVICES DIRECTLY MAP TO THE SCOPE OF WORK OF THE PROJECT.

PLEASE NOTE: Budget justifications must act as standalone statements (i.e. please do not list only "in proposal" or "in budget"). Please refrain from using acronyms or abbreviations. Justifications must be easily understandable to those outside the project.

If seeking goods, please include a web link to the exact item that is needed; if seeking more than three items, please attach a list.

Item/Service Description	Web Link (if applicable)	Qty.	Unit Price	Total Price
			$	$
			$	$
			$	$
			$	$
REMINDER: Supporting documentation may be required. *If goods/services are for workshops, training activities, etc., you must provide agendas, invitations, attendance lists, etc. Approved security reviews are required by The College IT folks (information Technology) before purchase of computers, servers, tablets, software, online platform services, and apps (this includes renewals).*			**Amount Approved**	$

BY SIGNING BELOW, PI PROVIDES APPROVAL FOR REQUESTED GOODS/SERVICES, INCLUDING TOTAL COST.

PI NAME: (please print)	**PI NAME:** (please print)
PI SIGNATURE: (electronic approval via email accepted)	**DATE:**
PI SIGNATURE: (electronic approval via email accepted)	**DATE:**