



Florida State University Request for Approval of Installment Purchase

Before acquiring equipment through a deferred-payment purchase arrangement, complete this form in its entirety and submit to the Office of the Controller for approval. Be sure to attach to your requisition. No equipment may be ordered or payments agreed to until, this form is approved by all controlling authorities.

Departmental Information

Submitted by	Phone	Requesting Department

Financing Information

OMNI Department Code	Fund Code	Project Code	
Amount to be Financed	Interest Payments (Total)	Interest Rate	Financing Period (1 – 5 years)
Financing Supplier	Financing Supplier Selection Method (select one)		
	Equipment Supplier is Financing		<input type="checkbox"/>
	State Consolidated Equipment Financing Program		<input type="checkbox"/>
	FSU Bid (if yes, provide number) ITB or ITN #		<input type="checkbox"/>

Equipment Information

Equipment Supplier	Equipment Description (attach additional sheets if needed)	
Equipment Useful Life (<i>anticipated period the equipment is to be used before major upgrade, modification or replacement</i>)	Equipment Supplier Selection (<i>once you decide which selection matches your process—place the appropriate information in the box next to the selection</i>)	
	State Contract Number:	
	Bid/ITN Number:	
	Other (Specify):	

Justification—provide below a brief justification based on public purpose served and the financial benefit to the University for deferred payment purchase, resulting in the payment of interest charges, rather than making an outright purchase. Justification would include immediate need for equipment, cost of equipment, etc. Attach additional sheets to this form if needed.



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Departmental Approval *must be completed by Dean, Director, Department Head or Designee*

_____	_____	_____
Signature	Title	Date

Information Resource Manager *if the purchase is for computer equipment or software, this block must be completed by the Office of Technology's IRM*

_____	_____	_____
Signature	Title	Date
Comments: _____		

Procurement Services Approval

Procurement method has been verified: _____		
Approved by:	_____	_____
	Signature	Date
Comments: _____		

NWRDC *this block is to be completed only for purchases made by NWRDC*

Reviewed and approved by: _____		
NWRDC Director or Designee	Date	
Attach copy of Policy Board minutes where purchase of equipment and authorization for installment purchase was approved.		

University Controller

After careful review, this purchase has been deemed both economically prudent and cost-effective. It has been verified that the department has the appropriate funding and this installment purchase has been approved by the Office of the Controller.	
_____	_____
Controller or Designee	Date