

# Maintenance/Repair Cost Allocation Documentation Form

The Ohio State University Research Foundation  
1960 Kenny Road, Columbus, Ohio 43210-1063

*This form is to be submitted with all 1303 Requisitions for the purchase of maintenance and repairs.*

*Purpose: Federal regulations from the Office of Management and Budget, contained in Circular No. A-21, require that all costs charged to a sponsored project be directly allocable to that project. Completion of this form provides documentation to support the allocation of costs for maintenance agreements or repairs charged to a project based on proportional use and cost.*

## Project Information

Date \_\_\_\_\_

RF Project No. \_\_\_\_\_ Dept. Req. No. \_\_\_\_\_

Initiated by \_\_\_\_\_ P.I. Name \_\_\_\_\_

Department Name \_\_\_\_\_

Department Address \_\_\_\_\_

Please indicate if this request is: New  Or Revised  (see note at the bottom on the second page).

If this is a revised request documenting actual usage and transferring costs, indicate the Research Foundation Purchase Order No. here: \_\_\_\_\_ RF \_\_\_\_\_ used for the initial purchase of maintenance or repair.

Vendor Name for Maintenance Agreement or Repair \_\_\_\_\_

Equipment Description \_\_\_\_\_

Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_

OSURF Property Tag No. \_\_\_\_\_ (or) OSU Property Tag No. \_\_\_\_\_

*Complete Item No. 1—Sole Usage (below) if only one project is using the equipment. Otherwise, complete Item No. 2—Shared Usage and Cost (on the second page).*

## 1. Sole Usage

*I certify that, to the best of my knowledge, the RF project noted above has 100 percent use of the equipment and that, except for any cost sharing that might be provided by the department, all of the cost of the maintenance/repair referred to in the accompanying 1303 Requisition are being charged to that RF project.*

## Certification by P.I.

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL INVESTIGATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

*See second page if more than one project and/or department account is contributing to the cost of maintenance and repairs and for Principal Investigator certification.*