



# Maintenance/Repair Cost Allocation Documentation Form

Office of Sponsored Programs  
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## Instructions:

This form is required for the purchase of maintenance and repairs. 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.

## Equipment Information:

Equipment Description	Serial No.	Model No.
Location of Equipment	OSP or OSU Property Tag No.	

## Contact Information:

PI Name	Phone	Email
Department Contact	Phone	Email

## Usage Information

Will the cost of the maintenance/repair be shared by more than one project and/or with an OSU department(s)?

No (Complete the Sole Usage below)      Yes (Complete the Shared Usage section on page 2)

### Sole Usage:

Project No.	Requisition No.

### Sole Usage Certification:

I certify that, to the best of my knowledge, the OSP project noted above has 100 percent use of the equipment.

PI Signature

Date

## Shared Usage:

Requisition No.

If the usage of the equipment to be covered under the maintenance agreement/repair is shared by more than one project and/or with an OSU department(s), the cost of the maintenance agreement/repair must be determined by proportional use and cost. Please complete the fields below.

### Cost of Use per Hour:

Total cost of maintenance agreement/repair:

Total hours of usage during the maintenance or repair period:

Calculate the cost of use per hour by dividing the total cost of the maintenance agreement/repair by the total hours used.

$\frac{\text{Total cost of maintenance}}{\text{Total hours used}} =$   /hour

Please provide the project number(s) and/or UNIV chartfield(s) and the corresponding hours of usage for each project or department contributing to the cost. Multiply the hours used by the cost of use per hour as calculated above to determine the allocable cost. Principal Investigators must sign beside each of their projects being charged, with the understanding that the signature will serve as certification that all information given is accurate and true to the best of their knowledge.

### Direct Allocable Cost

PI Signature	OSP Project or UNIV chartfield	No. of hours		Cost of Use per Hour		Total Direct Allocable Cost
			X		=	
			X		=	
			X		=	
			X		=	

The sum of the total direct allocable costs must equal the cost of the maintenance agreement or repair.

TOTAL

If space is needed for additional projects or UNIV chartfields, please attach and send with this document.