

## Durable Goods Allocation Form – Part A

*To be submitted with application for award*

This form is to be used by Unit 18 Non-Senate Faculty when requesting Professional Development Funds for purchase of non-consumable goods such as equipment, books, films, etc., which University regulations require remain the property of the University. Aside from exceptional circumstances, software will not normally be considered for funding. *Such items cannot be funded by the PDFC without this declaration, and funds for such items will not be disbursed until the items have been signed over to the indicated University department or agency.*

**Many items are available at a University negotiated discount. It is the applicant's responsibility to check with local purchasing staff or [Materiel Management](#) to see if such a discount is available.**

**I:** Item(s) for which reimbursement is being requested (*if necessary, add a separate sheet*)

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**II:** Statement of Inquiry:

I, \_\_\_\_\_, hereby state that I have done due diligence in determining that the item(s) referenced in Section I is/are not available for use through other avenues at the University. (*For software requests, please insure that no license is currently available through campus agencies*).

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### III: Allocation:

By policy, the University must take possession of the requested items (*Note that reimbursement for these items is contingent on receipt of Part B of this form, confirming that this has been done*). In the table below, please list the department or agency which has agreed to receive each item:

<u>ITEM</u>	<u>DEPARTMENT / AGENCY</u>

## Durable Goods Allocation Form – Part B

*To be submitted with purchase receipt(s), to your home department when requesting reimbursement. Use as many copies of the form as needed. Keep a copy for yourself, and send a copy of the signed form to [APOmail@ucr.edu](mailto:APOmail@ucr.edu).*

### Statement by Accepting Department/Agency

The following university department/agency has taken possession of the following item(s) as referenced in Part A of this form, and will hold them in accordance with University policy.  
*(The applicant should have priority use of the equipment even after consignment).*

### ITEM(S)

Item Description<sup>^</sup>

Inventory Number<sup>\*</sup>

<sup>^</sup> Include model or serial number if available, and quantity, if more than one.

<sup>\*</sup> If applicable.

Accepting Department/Agency: \_\_\_\_\_

Accepting Officer and title: \_\_\_\_\_  
Please print

Signed:

\_\_\_\_\_  
Signature of Accepting Officer

\_\_\_\_\_  
Date