**Request to Allocate an Expense Across Multiple Projects**

PI: PI Name

Chart String 1: Chart String % of Expense: #%

Chart String 2: Chart String % of Expense: #%

Chart String 3 (if needed): Chart String % of Expense: #%

\*Valid Through: Select Date Total: 100%

\*This form can be valid for up to six months for frequent bulk purchases.

Total Expense Amount: $Amount

Description of Purchase: Description

As Principal Investigator, I certify that these percentages represent the proportional benefit to each project to the best of my knowledge. I have used the methodology selected/described below to determine these percentages. I also understand that the following methodologies are prohibited:

* Placing the full cost on only one award when the cost benefits more than one award
* Splitting the costs evenly across the projects (based simply on the number of projects)
* Project Budgets (i.e. allocating the bulk of the costs to the project with the larger budget)
* Available Funds (i.e. allocating the bulk of the costs to the project with the larger balance)

PI Approval (or note if email approval attached):

Staff Member Review:

Business Administrator or Center Director Approval:

**Choose one of the following and fill in supporting information (e.g. number of FTEs per project):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** | Effort for each project: | **D.** | Number of FTEs who will use this item for each project: | **G.** | PI time in lab for each project: | **J.** | Other: Detailed description of allocation method used: |
|  | 1: #%  2: #%  3: #% |  | 1: # FTE  2: # FTE  3: # FTE |  | 1: # %  2: # %  3: # % |  | Click here to enter text. |
| **B.** | Square footage used for each project: | **E.** | Number of experiments that will require this item, per project: | **H.** | Linear footage of bench space being used for each project: |  |
|  | 1: # sq ft  2: # sq ft  3: # sq ft |  | 1: # experiments  2: # experiments  3: # experiments |  | 1: # ft  2: # ft  3: # ft |  |
| **C.** | Number of people who will use this item for each project: | **F.** | Usage Records (supply logs, copier logs, hours used logs) as described below: | **I.** | Amount of lab-staff time in lab for each project: |  |
|  | 1: # people  2: # people  3: # people |  | 1: Click here to enter text.  2: Click here to enter text.  3: Click here to enter text. |  | 1: # %  2: # %  3: # % |  |

Rev. 5/17/16