

Equipment Pre-Acquisition Authorization Instructions

The Agricultural Research Program supports efforts of scientists to acquire needed equipment resources for successful implementation of project goals. High-dollar equipment purchases that could possibly tax current utilities of laboratories must be first vetted by university facilities personnel prior to approval for purchase by the administrative offices of Agricultural Research.

Please contact [Bill Barlow](#) and/or [Chuck Dixon](#) in the facilities department to evaluate proposed purchases before including them in your budget proposals or purchasing them if the grant has already been awarded. Complete the **Equipment Pre-Acquisition Authorization Form** and forward a copy of the completed form to [Dr. Valerie L. Giddings](#) and [Adonica Williams](#) for review and approval.