**OSU DEPARTMENT OF MUSIC**

**REQUEST FOR DEPARTMENTAL FUNDING:**

**INSTRUMENT & EQUIPMENT**

**PURCHASE/REPAIR**

**REQUESTOR:**

**FOR OFFICE USE ONLY**

\_\_\_ Approved \_\_\_ Denied \_\_\_ Postponed Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Account Title/# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

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**FUNDS TO BE EXPENDED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This request is for: \_\_ repair \_\_ purchase

Detailed description(s) and quantity of items:

Describe the need and who will benefit/use; specify courses affected, if appropriate:

Describe urgency; include specific time frame as appropriate:

**Repair**

 Preferred repair technician/vendor

 Description of the repair needed

**Purchase**

 Preferred vendor(s)

 Does this replace/upgrade current department inventory?

List/describe any other proposed funding sources. ATTACH documentation (letters, memos, emails) of funding already committed, if available.

**PROPOSED BUDGET *(Quote(s) attached)***

**Repair(attach vendor quote):**

Technician/vendor estimated charges, incl.

 Labor

 Parts

 Travel/mileage

 Other costs (specify/shipping & handling):

**Purchase (attach vendor quote):**

Manufacturer/vendor retail cost per item if known

Actual discounted cost per item we expect to pay, if appropriate

Additional costs (shipping, installation, insurance, warranty, etc.)

Other costs (specify):