

STUDENT ORGANIZATION EQUIPMENT PURCHASE FORM  
TO BE USED FOR EQUIPMENT PURCHASES OF \$5000.00 OR MORE PER ITEM

This form should be completed and approved prior to purchasing any Capital Equipment. Email or bring copy of this form to the Business Office for Student Organizations, Krach Leadership Center, Room 365. [BOSO@purdue.edu](mailto:BOSO@purdue.edu)

***Equipment will be recorded to the inventory of the Student Organization.***

- 1) Name of Organization: \_\_\_\_\_ Account Number \_\_\_\_\_
- 2) Type of Equipment: \_\_\_\_\_
- 3) Explain briefly why this item(s) needs to be purchased by the organization. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Where will the Equipment be located? \_\_\_\_\_
- 5) Who will have access to the Equipment? \_\_\_\_\_
- 6) What security measures have been established? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 7) Estimate cost of Equipment \$ \_\_\_\_\_  
Estimate cost of maintenance \$ \_\_\_\_\_
- 8) Suggested vendor \_\_\_\_\_

Approved for Purchase:

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Organization Treasurer

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Business Office for Student Organizations  
Purdue University

***FOR BOSO USE:***

Brand of equipment \_\_\_\_\_ Model# \_\_\_\_\_

Serial # \_\_\_\_\_

Paid by Check Number \_\_\_\_\_ Dated \_\_\_\_\_

Add to BOSO inventory listing \_\_\_\_\_

Residence Halls and Co-Rec Student Organizations: Please add this equipment to the University Property Accounting listing for your department if purchased thru department.