



Office of the Provost

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MEMORANDUM

TO: Research Accounting
FROM: _____
SUBJECT: Supply Charges to a Federal Fund
DATE: _____

This is to certify that the charges associated with the attached check request (copy attached) for _____ in the amount of _____ were
Vendor Name Dollar amount
purchased for the sole purpose of furthering research funded by _____
Grant Sponsor
(FOAPAL: _____).

The following is the justification for the purchase including specifically how the items will be used to further the research. (Please provide a brief description of how the items are needed for the research.)

Faculty Typed Name

Faculty Signature

Date