



IT Prior Authorization Form

This form is used when purchasing technology through UAA IT Services on restricted funds, beginning with 2- or 14-. Please submit the completed and signed form to authorize IT to directly charge a restricted fund.

Only one work order per form. | Purchases cannot be split between fund/orgs. | Purchases cannot be made before a form is received.

By signing this form you:

- Authorize UAA IT Services to direct charge the listed restricted fund,
- Acknowledge the statements below, and
- Accept the potential liability of the expense(s) being disallowed by OSP or the sponsor.

IT	<p>Computer equipment purchases made by IT are charged to account 4014 unless otherwise requested prior to purchase.</p> <p>In the case an expense is disallowed, a secondary fund/org will need to be provided or equipment returned to IT.</p>
SPONSORED PROGRAMS	<p>Per 2 CFR 200.413 Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect (F&A) costs.</p> <p>UAA has identified information technology to be essential infrastructure, and as such have included ITS in the standard distribution for accrued indirect revenue. As a result, most ITS activities are considered indirect costs and may not be direct charged to a sponsored project.</p> <p>Exceptions include purchases made through ITS of commodities, equipment, and/or software that are listed in the sponsor-approved budget. ITS labor charges may be allowable provided the normal level of service is far exceeded. An approved CAS Exemption form is required for any expense that would normally be considered administrative in nature.</p> <p>Direct charging ITS labor related to work-stoppage or rush jobs is not allowable.</p>

Requesting Department: _____ IT Work Order/Ticket: _____

Requestor: _____ Phone: _____

Fund No. Budget Period _____ to _____ Email: _____

Grant No. _____ Fund No. _____ Org No. _____ Acct. Code _____

Describe what is being purchased:

Describe the benefit of the expense to the grant.
Include details on allowability, allocability, reasonableness, and consistency.

PI or Delegated Authority: _____ Signature: _____ Date: _____