**DO NOT USE THIS IS ONLY A TEST**

**THE FOLLOWING INFORMATION MUST BE PROVIDED WHEN RECONCILING A PCARD TRANSACTION ON A CONTRACT OR GRANT INDEX. RESPOND TO THE QUESTIONS BELOW SAVE AS A PDF AND ATTACH TO YOUR PCARD RECONCILLATION**

PCard exception for Capital Equipment

* If purchased on a grant, please provide CGA approval. **NOT NEEDED IT WILL ROUTE TO CGA**
* How many standalone units of equipment will result from this purchase?
* Will there be any additional expenses related to the equipment?
* Is this a computer or drone?
* Does the equipment require installation?
* Are there any expenses related to training?
* Will any extended warranties or ongoing maintenance agreements be purchased?
* When is the equipment expected to be placed into service?
* Are there any down payments or prepayments required?