



INSTRUCTIONS: This form is to be filled out and sent to buyer Assignment. Items 2, 3, 7 and 8 below must be filled out for each budget listed.

PLEASE TYPE ONLY

(2) BUDGET TITLE	(3) BUDGET NUMBER	OPTIONAL			(7) DOLLAR AMOUNT	(8) AUTHORIZATION SIGNATURES
		(4) TASK	(5) OPTION	(6) PROJECT		
Primary Budget: Fill out all items (#4-6 optional). List the initial dollar amount to be encumbered. Any additional costs for this purchase will be charged against this budget.						
1.						
Secondary Budget: Fill out all items (#4-6 optional). List the maximum dollar amount to be charged to each budget. Once the secondary budgets are encumbered, no changes in dollar amounts will be allowed, although a budget number may be directly substituted for another.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

(9) **TOTAL** ►

This amount **MUST EQUAL** the **GRAND TOTAL** (Item 57) on the Purchase Request.

GUIDELINES FOR SHARED PURCHASES

The Request for Shared Purchase (PR-3), form UoW 1295, is used to share the cost of purchases among budgets within the same or different organization codes. Use only one purchase request number for all budgets. No more than 12 budgets may participate in a shared purchase.

Budgets may share by dollar amount only. All invoices will be prorated according to the dollar sharing ratio for each budget. Amounts encumbered against secondary budgets will be considered “not-to-exceed” amounts, and any additional costs for the purchase will be charged against the primary budget.

Each budget participating in a shared purchase is subject to applicable federal, University, and other compliance issues. In addition, equipment is subject to the terms and conditions outlined in the Operations Manual Procedure D 61.0, “Equipment Inventory Management.” Term contracts, such as those for maintenance or standing orders, cannot extend beyond the expiration date of any grant or contract. It is therefore the responsibility of the primary budget department to ensure that all secondary budgets are in compliance, including funding availability. If any one of the budgets is not in complete compliance, the purchase request will be rejected back to the primary budget department.

Instructions for Completing the Form

The item numbers listed below correspond to those on the Request for Shared Purchase (PR-3) form.

1. PURCHASE REQUEST NUMBER: Transfer the number from Item 1 on the Purchase Request (PR-3) form.
2. BUDGET TITLE: Use official budget titles, including abbreviations.
3. BUDGET NUMBER: Enter the six-digit budget numbers.
4. – 6. TASK/OPTION/PROJECT (OPTIONAL): If using project cost accounting, enter appropriate codes.
7. DOLLAR AMOUNT: Enter the initial dollar amount for the primary budget and exact amounts for each secondary budget. Any changes to the encumbrance will affect the primary budget only.
8. AUTHORIZED SIGNATURES: Each budget entered must have an authorized signature and that signature must be on file in the General Accounting Office.
9. TOTAL: This amount must equal the Grand Total (Item 57) on the Purchase Request.