



Procurement Annex to URMS Application (Equipment)

If you complete an URMS application where the submission includes single items of equipment over the value of £10,000 you will also need to complete this form. To minimise delays in submitting applications, Investigators should complete their URMS application assuming that the values for equipment are acceptable. The Research Office will validate the initial budget on the basis of these assumptions. Authorisation from the Research Office for the final application will not be made until receipt of this authorisation form from the Procurement Office. Changes to the initial budget may be required once this form has been validated.

Please email your completed form to fundingform.procurement@sheffield.ac.uk. Once validated the Procurement Office will send a copy of the authorised return to the Research Office.

Principal Investigator		Email	
Department		Phone	
Research Sponsor		URMS Ref	
Title of Research Project			

Type of Equipment	Equipment Specification	Manufacturer (if known)	Supplier (if known)	Number of items	Net Cost	VAT	Total (inc VAT)
Note: The Wellcome Trust require that list prices be submitted with consumables and maintenance costs for 5 years				Total			

For Procurement Use Only

These details have been checked and approved by the Head of Procurement at The University of Sheffield (or authorised deputy).

Name Signature Date Ref

Head of Procurement, The University of Sheffield, Finance Department, Level 5, Arts Tower, Western Bank, Sheffield, S10 2TN Tel: 0114 222 4206