

EQUIPMENT, FURNITURE OR TECHNOLOGY PURCHASE REQUEST

- Purchases must be \$250.00 and over.
- Purchases must be used for direct crime victim services only.

Purchase Date	Item(s)	Serial/Model Number	Location	Purchase Amount

INSTRUCTIONS:

NO BUDGET REVISION REQUIRED:

The subgrantee agency has an adequate balance in the Equipment, Furniture or Technology line item to make a purchase.

- No Budget Revision required.
- Reimbursement Request in [COSMOS](#).
- If your agency is requesting to purchase Equipment, Furniture, or Technology complete this form and upload in [COSMOS](#) on the [Home](#) page as an attachment to the Reimbursement Request.

BUDGET REVISION REQUIRED:

The subgrantee agency has a zero balance in the Equipment, Furniture or Technology line item to make a purchase.

- Budget Revision required in [COSMOS](#).
- Reimbursement Request in [COSMOS](#).
- If your agency is requesting to purchase Equipment, Furniture, or Technology complete this form and upload in [COSMOS](#) on the [Home](#) page as an attachment to the Reimbursement Request.