

SORF Rubric - Equipment Procurement Request

Name of Requesting Organization:

Funding Criteria	Yes	No	Unclear	N/A	Comments
Applicant Eligibility					
Is the organization a recognized Club?					
Is this the first time SORF has received an application for this particular equipment request?					
Has the group received SORF funding less than 3 times this fiscal year?					
Is this a one-time purchase for equipment?					
Funding Eligibility					
Is the total amount requested less than or equal to 80% of the total cost of the equipment?					
Is the remaining 20% of funds needed clearly accounted for in their addendum (ie. fundraising, existing budget dollars, financial co-sponsorship)					
Is the requested amount \$5,000 or less?					
If this request were fully-funded, would the group be receiving a total of \$10,000 or less for this fiscal year from SORF funding?					
Are the SORF funds going to be donated to a charitable organization or political campaign?					
Are the SORF funds being used to purchase items for resale/fundraising?					
Equipment Eligibility					
Is the equipment/resource renewable - able to be used from year to year?					
Is the equipment available for use and checkout by other organizations?					
Does the justification from the organization show how the purchase enhances student learning and supports the mission of the organization?					

Funding Criteria	Yes	No	Unclear	N/A	Comments
Is the equipment designated to be permanently stored in a safe location on campus?					
Has permission been granted by the office/dept agreeing to store the equipment?					
Budget Request / Addendum Review					
Does the request appear to be reasonable and/or accurate?					