



# Maintenance/ Repair Cost Allocation Documentation Form

Office of Sponsored Programs  
1960 Kenny Road, Columbus, OH 43210-1016

## Instructions

This form is required for the purchase of maintenance and repairs. Completion of this form provides documentation to support the allocation of costs for maintenance agreements or repairs charged to a project based on proportional use and cost.

## Equipment Information

Equipment Description	Serial Number	Model Number
Location of Equipment	Sponsored Programs or Ohio State Property Tag Number	

## Contact Information

Principal Investigator Name	Principal Investigator Phone	Principal Investigator Email
Department Contact	Department Contact Phone	Department Contact Email

## Usage Information

Will the cost of the maintenance/repair be shared by more than one project and/or with an Ohio State department(s)?

☐ No If no, complete the Sole Usage Section

☐ Yes If yes, complete the Shared Usage section

## Sole Usage

*I certify that, to the best of my knowledge, the Office of Sponsored Programs project noted in this form has 100 percent use of the equipment.*

Project Number	Requisition Number
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Principal Investigator Signature

Date

## Shared Usage

Complete all the fields in this section if the usage of the equipment to be covered under the maintenance agreement/repair is shared by more than one project and/or with an Ohio State department(s). The cost of the maintenance agreement/repair must be determined by proportional use and cost.

Requisition Number

Cost of Use per Hour:

Total cost of maintenance agreement/repair: \_\_\_\_\_ Total hours of usage during the maintenance/repair period: \_\_\_\_\_

Calculate the cost of use per hour by dividing the total cost of the maintenance agreement/repair by the total hours used.

$$\frac{\text{Total cost of maintenance}}{\text{Total hours used}} = \text{_____} / \text{hour}$$

## Direct Allocable Cost

Provide the project number(s) and/or Workday worktag(s) and the corresponding hours of usage for each project or department contributing to the cost. Multiply the hours used by the cost of use per hour as calculated above to determine the allocable cost. Principal Investigators must sign beside each project being charged, with the understanding that the signature will serve as certification that all information given is accurate and true to the best of their knowledge.

Principal Investigator Signature	Sponsored Programs Project Number(s) or Workday Worktag(s)	Number of Hours		Cost of Use per Hour		Total Direct Allocable Cost
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
The sum of the total direct allocable costs must equal the cost of the maintenance agreement or repair.						<b>Total</b>

**NOTE:** If space is needed for additional projects or Workday worktag(s), please attach and send with this document.