

# PSU PHYSICAL PLANT APPLIANCE APPROVAL FORM

**PURCHASING POLICY: Office Appliances Purchases:**

*“Any department wishing to purchase office appliances using departmental funds must prepare a request including the type and cost of appliances to be purchased, and the business purpose, IN ADVANCE of the purchase, to their Principal Administrator. If the Principal Administrator approves they shall sign the request and return to the department”*

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PERSON (if different): \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

BUILDING: \_\_\_\_\_ ROOM/APARTMENT #: \_\_\_\_\_

TYPE OF APPLIANCE (Range, Refrigerator, Etc.): \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

FUEL:  Electric  Propane  Other \_\_\_\_\_

BUSINESS PURPOSE: \_\_\_\_\_

- ATTACH THE MANUFACTURER’S SPECIFICATION SHEET OR PROVIDE AN INTERNET LINK.

IS APPLIANCE Energy Star™ RATED?  YES  NO

“Plymouth State University is committed to environmental sustainability. As such, PSU requires that all appliance purchases be ENERGY STAR™ certified products in all areas for which such ratings exist, or look for High Efficiency rated products. Visit [energystar.gov](http://energystar.gov) for complete product specifications and updated lists of qualifying products.”

NOTES FROM REQUESTOR: \_\_\_\_\_

DEPARTMENTAL V.P./P.A. APPROVAL: \_\_\_\_\_

(Signature)

(Date)

For Physical Plant use:

APPROVAL: \_\_\_\_\_  
(Signature) (Date)

NAME (print): \_\_\_\_\_ TITLE: \_\_\_\_\_