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 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: ________________________________