Instructions to College:

Please prepare (type or print legibly) this cover sheet and attach DASNY’s equipment requisition form. The college’s point of contact should assign a requisition number consisting of the two-letter College Code, 2-digit project number, cluster letter (see letter to indicate the cluster of equipment as it appears in the approved list within a project - use **A, B, C,** etc.), the acronym **GR20**, and a 3-digit college sequence number beginning with 001. The college then submits the original cover sheet, requisition, and any attachments to: **CUNYGRTI@dasny.org**. Please note: forms lacking signatures or other information will be returned to the college point of contact.

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment Requisition Number                               **GR20**            

*College Code project Number Cluster of Sequence No.*

(*2 letters-see below*) *(2 digits) Equipment (starting with 001)*

*within project*

Funding Type – Complete A or B:

GRTI funds to pay entire amount of this requisition – Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRTI funds and matching funds are allocated for this requisition:

Portion to be paid by GRTI: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Portion to be paid by matching funds: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate source of match (e.g., NSF grant, college foundation, etc., and indicate expiration date for availability of matching funds:

Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Must use funds by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Faculty Member College Contact**

(*Print name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (P*rint name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (     ) -       -       Telephone: (     ) -       -

FAX: (     ) -       -       FAX: (     ) -       -

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes / Comments:

Senior College Codes:

BB Baruch College GC Graduate Center/School ME Medgar Evers

BK Brooklyn College HU Hunter College QC Queens College

CC City College of New York JJ John Jay College SI College of Staten Island

CT New York City College of Technology LE Lehman College YO York College

Graduate Schools & Other Codes:

MH Macaulay Honors College SJ Graduate School of Journalism SL Graduate School of Law

SM Graduate School of Medicine PH Graduate School of Public Health WT Women in Technology