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Please consider the following:

How to allocate the purchase appropriately

- o Always consider if it is reasonable, allowable, and allocated appropriately
- Utilize the allocation form:

 https://www.northwestern.edu/asrsp/docs/multiple_project_allocation_form.doc

 Select an appropriate allocation method on form

Was the purchase budgeted?

- o If not, that might signal a change in scope or be unallowable
- o Review guidance in

End dates of projects being charged

o Part of allocation decision as well as overall yes/no decision if one project only

