
Specifications for TUT Lab Equipment Acquisition
July 24, 2001

Authorization to purchase the equipment designated on the attached equipment list is based upon adherence to the following:

1. A condition placed upon the acquisition of equipment by any PEN-International partner, with funds provided by the project, is as follows: all equipment and materials will be used primarily for the advancement of the goals of PEN-International and the students and faculty it serves. It is the responsibility of the appropriate administrative officer, collaborating with PEN-International staff at NTID, to ensure that the equipment is used at the partner site primarily to achieve PEN-International goals and objectives.
2. The exact specifications, as submitted by TUT and reviewed by the PEN-International project team and approved by the PEN-international Director, are attached (file name TUT Equipment List 7_24_01.xls)
3. Maximum Total Budget authorized for the purchase of equipment stipulated above, and the installation and operation of that equipment, must not exceed (in Chinese yuan) **\$95,000**. This authorization is for a total of \$60,406. The remaining funds (\$34,594) will be authorized after the successful completion of the first stage of the lab establishment. After March 1, 2002, an additional budget allocation will be considered.
4. Each item purchased, costing the yuan equivalent of more than \$100, must be accounted for in the PEN-International inventory system. TUT will be provided with this system by July 30, 2001. A PEN-International inventory label must be attached to each piece of equipment costing more than the yuan equivalent of more than \$100, along with the appropriate TUT inventory label. All repairs and changes to the equipment, along with building and room location must be maintained and must be current. Equipment purchased with PEN-international funds can be sold or disposed of **only with authorization from the Director of PEN-International**.
5. Repair and maintenance of equipment purchased with PEN-International funds, and the replacement of equipment in the event of theft, loss or destruction, is the responsibility of TUT.
6. Authorization to purchase Items 1, 2, 8, 11, 12, 13, 21, and 22 is **granted as of July 27, 2001**. Authorization for other items will be given within 60 days, **if receipts for the purchase of the equipment stipulated in Items 1, 2, 8, 11, 12, 13, 21, and 22 is received at the PEN-International Office at NTID and if the inventory system for tracking the equipment is successfully implemented by TUT**.
7. Funds in the amount \$60,406 will be wired to the PEN-International Account in China on July 30, 2001.