**SVSU UAS Purchase Approval Form**

The purpose of the SVSU UAS Purchase Form is to provide a process for members of the University community to purchase UAS for teaching or research purposes with University funds.

The use of UAS by SVSU students or employees for University-sanctioned activities must comply with the applicable provisions of Federal Aviation Administration (FAA) laws and regulations, including Remote Pilot Certificate (Part 107) rules or Recreational Flyer/Modeler rules.

Prior to purchase of UAS or purchase of parts to assemble a UAS, a review by the Office of Administration and Business Affairs is required to assess if FAA authorization is needed and if project meets institutional requirements. At least 4 weeks prior to purchase, complete and submit the purchase approval form.

**Purchase of a UAS Process:**

1. Complete a Purchase Requisition - available from your Dean’s secretary.
2. Complete this SVSU UAS Purchase Approval Form. Then submit to the Office of Administration and Business Affairs – Wickes Hall
3. The Purchase Requisition and SVSU UAS Purchase Approval Form will be reviewed to determine if the proposed use is covered by FAA authorization, a) whether the proposed use can be approved, b) needs modification, or c) should be denied.

**Application**

1. First Name:
2. Last Name:
3. Title (i.e. professor, student, staff, non-SVSU flyer):
4. Phone Number:
5. Email Address:
6. Attach a copy of your Remote Pilot Certificate (Part 107) or check: I do not have a Part 107 Remote Pilot Certificate 
7. List department UAS is associated with (ie. Math, Mechanical Engineering):
8. Is the UAS you intend to purchase commercially made/sold?
9. If yes, indicate the exact make and model:
10. Describe the proposed UAS activity/purpose (1 sentence):
11. Is there a funding source for this activity, i.e. sponsored research project? Yes/No
12. Is there sponsorship/compensation provided to you to fly the UAS? Yes/No

If yes, please explain:

*Note: the UAS purchase will be subject to export-control review.Bottom of Form*

1. Bottom of Form
2. Bottom of Form