Export Compliance Equipment Purchasing Form

When ordering equipment it is important to ask the vendor or manufacturer for the Export Control Classification Number (ECCN). The ECCN tells us how the equipment is controlled under the export regulations and when a license is needed to export it. This can help our office advise faculty and researchers if they need to ship or hand carry the equipment outside the U.S., if the equipment needs to be sent to a foreign manufacturer or repairs or replacement, and it also helps ensure that we do not have any "deemed" export violations on campus.

If you are ordering equipment that meets any of the following conditions, please ask the vendor or manufacturer for the ECCN, complete this form, and submit it to our office:

- Equipment that is over $2,000, *excluding* basic office equipment such as computers, laptops, printers
- If the manufacturer is located outside the U.S.
- If the purchasing paperwork includes export control language
- If the person who will use the equipment intends to hand carry or ship the equipment to another country

Please note that this form is for purchases of equipment. You do not need to obtain an ECCN for purchases of basic office supplies.

Description of item being ordered: _____
Department: _____
Faculty member (if ordering for someone else): _____
Mason fund number (if applicable): _____
Vendor/manufacturer information:
      Name: _____
      Address: _____
      Website: _____

ECCN from vendor or manufacturer: _____
      If none received, please explain: _____

If the vendor or manufacturer indicates that the item is controlled under the International Traffic in Arms Regulations (ITAR), ask for the U.S. Munitions List (USML) category and send to export@gmu.edu. ***Our office must provide prior written approval for purchases subject to the ITAR.***

Please complete, sign, and submit to export@gmu.edu and attach a copy of the purchase order.

Signature: _____   Date: _____
Print name: _____

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For ORIA to complete if no ECCN is provided above:
ECCN: _____
Describe how the ECCN was obtained (e.g., email from manufacturer, manufacturer's website, self-classification):
_____