PennState

FEDERALLY-FUNDED PROPERTY PREACQUISITION SCREENING CERTIFICATION

PRINCIPAL INVESTIGATOR REQUEST

Business Area: _____   **Business Area #:** _____

Principal Investigator(s): _____

Grant Name: _____   **Grant #:** _____   **Sponsor Program #:** _____

NOTE: Requests to procure equipment within the last six months of the award must have proper justification attached.

Equipment Description:

Total Approximate Value: _____

Was sponsor approval granted for this procurement via the proposal and reflected in the final award equipment budget category?

[ ] Yes   [ ] No - If prior approval was not obtained, attach sponsor approval documentation with this request.

Property Custodian:

Asset Custodian Name: _____

Location of Item(s) after receipt: Building: _____   **Room:** _____

BUSINESS AREA INVENTORY CERTIFICATION

This section must be completed for all property acquisitions, with federal funds, valued at $50,000 or greater. If property acquisition, with federal funds, is valued over $100,000, the Budget Executive must complete this section and then forward to Property Inventory or Property Inventory, College of Medicine

If box 1 selected, the Asset Transfer and Retirement Form within SIMBA must be completed and the PO cancelled. This form and the Capital Property Shared-Use Agreement must also be completed and sent to Property Inventory or Property Inventory, College of Medicine

[ ] A similar item, available/suitable for shared use, was found to exist at the following location:
   Department: _____   **PSU Inventory Tag #:** _____
   Building: _____   **Room:** _____

If boxes 2 or 3 are selected and the request is equal to or below the value of request, the form is uploaded as supporting PO documentation on the shopping cart.

[ ] Items similar to the equipment described above are listed in the Business Area Inventory but are NOT available/suitable for shared use because: _____
   Department: _____   **PSU Inventory Tag #:** _____
   Building: _____   **Room:** _____

[ ] No such item, or substantially similar item, is listed in the Business Area Inventory.

Budget Assistant Signature (acquisitions between $50,000 and $99,999)**:** _____   **Date:** _____

Budget Executive Signature (acquisitions $100,000 and above)**:** _____   **Date:** _____

EXCLUSIONS: Any tangible End Item Deliverable (EID) item, meeting the $50,000 or over threshold values are excluded from needing this form completed. EID's are contractually required to be purchased or built and delivered to the Sponsor at the conclusion of the agreement.

CORPORATE CONTROLLER'S OFFICE CERTIFICATION

This section must be completed in addition to the above section for all property acquisitions, with federal funds, valued at $100,000 or greater. If box 1 selected, the form is returned to the Budget Executive to complete the Asset Transfer and Retirement Form within SIMBA and the PO cancelled.

[ ] A similar item, available/suitable for shared use, was found to exist at the following location:
   Business Area: _____
   Department: _____   **PSU Inventory Tag #:** _____
   Building: _____   **Room:** _____

If boxes 2 or 3 are selected, the form is returned to the Budget Executive to be uploaded as supporting PO documentation on the shopping cart.

[ ] Items similar to the property described above are listed in the University-wide Inventory but are NOT available/suitable for shared use because:

[ ] No such item, or substantially similar item, is listed in the University-wide Inventory.

University Property Manager Signature _____   **Date:** _____