

GENERAL INSTRUCTIONS

- (1) Preacquisition screening for equipment costing at least \$50,000 but less than \$100,000 is required at the College and/or Administrative Unit level only.
- (2) Preacquisition screening for equipment costing \$100,000 or more is conducted first at the College and/or Administrative Unit level and certified by the budget executive. If suitable equipment was not located at the College and/or Administrative Unit level, a University-wide screening is performed by the designated individual within the Corporate Controller's Office.
- (3) All Certification forms for equipment items valued at \$100,000 or more are forwarded to the Corporate Controller's Office.
- (4) Refer to Procedure CR2055 Preacquisition Screening of Federally-Funded Capital Equipment and the instructions for Federally Funded Capital Equipment Preacquisition Screening Certification on GURU for more specific instructions on the use of this form.

DISTRIBUTION

- Unsuccessful Search - Forward this form to the respective Financial Officer, to be processed with the Purchase Order Requisition Form.
- Successful Search - Send photocopies to the proposed borrower and lender, send the original form to Property Inventory.