



FEDERALLY-FUNDED CAPITAL EQUIPMENT PREACQUISITION SCREENING CERTIFICATION

College and/or Administrative Unit: _____

Principal Investigator(s): _____

Dept. Ref. No. Dept. No. Fund Name Fund No. Project No.

Equipment Description: _____

Total Approximate Value: \$ _____

Was sponsor approval granted for this procurement via the proposal and reflecting in the final award capital equipment budget?
 Yes No - If prior approval was not obtained, attach sponsor approval documentation with this request.

Equipment procurements within the last six months of the award must have proper justification to procure.

Accounting/recording for requested item(s): _____

Custodian Name: _____

Location of item(s) after receipt: Building: _____ Room: _____

COLLEGE/ADMINISTRATIVE UNIT CERTIFICATION

The above described item of equipment has been screened against the College/Administrative Unit Inventory.

A similar item, available/suitable for shared use, was found to exist at the following location:

Department Building Room PSU Inventory Tag No.

Items similar to the equipment described above are listed in the College/Administrative Unit Inventory but are NOT available/suitable for shared use because: _____

Department Building Room PSU Inventory Tag No.

No such item, or substantially similar item, is listed in the College/Administrative Unit Inventory.

Certified By: _____ Date _____
Budget Executive

CORPORATE CONTROLLER'S OFFICE CERTIFICATION

The above described item of equipment has been screened against the University-wide Inventory.

A similar item, available/suitable for shared use, was found to exist at the following

College/Administrative Unit: _____

Department Building Room PSU Inventory Tag No.

Items similar to the equipment 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 Inventory.

Certified By: _____ Date _____
Corporate Controller's Office Representative

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.