

FEDERAL GOVERNMENT PURCHASES
EQUIPMENT SCREENING

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All proposed purchases of equipment using federal funding and having an acquisition cost of \$1,000 or more are subject to the screening program to determine if like equipment might already be on campus and available for use. This requirement is based on funding being contingent upon use of the federal acquisition regulations for screening. The procedure is as follows:

- Screening for equipment with a unit value of \$1,000 to \$9,999 will be carried out by the department and will be restricted to the screening of like equipment in the custody of that department. The Property Office will furnish an inventory list of all equipment for which the department is accountable.
- Screening for equipment with a unit value of \$10,000 \$25,000 on computer equipment and more will be carried out by a joint effort of the department and the Property Office. This screening will encompass the total like equipment on campus. Property Office maintains a list of all items with a cost of \$10,000 or more.
- The results of the screening effort will be recorded on the requisition by the department.
- Equipment being screened: _____

Certification:

This is to certify that a determination has been made that there is no like equipment in this department or on campus that is available for use in lieu of item(s) requested.

Department

Name	Title	Date(mm/dd/yyyy)
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Property Office of Admissions

Name	Title	Date(mm/dd/yyyy)
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