



Federal Government Purchases Equipment Screening

ROUTING	PRSM MSC 3890 purchasing@nmsu.edu Phone 646-2916
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SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Requestor: _____ Phone: _____

Department: _____ E-mail Address: _____ Campus Box: _____

SECTION 2: REQUEST DETAILS

EQUIPMENT SCREENING

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 or more (\$25,000 or more on computer equipment) 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.

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.

SECTION 3: REQUESTOR APPROVAL

Printed Name: _____ Signature: _____ Date: _____

- Principal Investigator
 Dean/VP/CC President
 Designee

SECTION 4: OFFICIAL APPROVAL

Property Office

Printed Name: _____ Signature: _____ Date: _____

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