



Federally Funded Equipment Pre-Acquisition – Certification & Screening

ROUTING
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Phone 646-2916

(For shared use of federally funded capital equipment with a unit cost of \$1,000 or more)

Instructions: In accordance with Federal Regulations, sponsored requirements and University business procedures, all proposed purchases of equipment using federal funding and having an acquisition cost of \$1,000 or more are subject to the screening program. The intent is to determine if like equipment might already be on campus and available for use. To remain compliant, Principle Investigator's (no designee authorized) are required to complete this form and attach it to the electronic purchase request. This requirement is based on funding being contingent upon use of the federal acquisition regulations for screening. Screening procedures will be 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.

SECTION 1: REQUESTOR INFORMATION

Source of Funds (Sponsored Contract Number): _____

Department: _____ College: _____

Principal Investigator Legal First Name: _____ Principal Investigator Legal Last Name: _____

SECTION 2: REQUEST DETAILS

Equipment Summary

Description	Manufacturer	Model No

Approximate Value of Equipment: _____

SECTION 3: REQUESTOR APPROVAL

Certification: To the best of my knowledge, the above-described item of equipment or substantially similar item is not available for shared use.

Printed Name: _____ Signature: _____ Date: _____

- Principal Investigator Dean/VP/CC President Designee

SECTION 4: OFFICIAL APPROVAL

Certification: The above-described item of equipment has been screened against the inventory of NMSU Property Office.

- No such item or substantially similar item is surplus.
 The following items are available from the NMSU Property Office:

Equipment	Item 1	Item 2	Item 3
Equipment Description:			
Model No:			
Serial No:			
Manufacturer:			
University Asset No:			
Acquisition Cost:			
Location:			

Printed Name: _____ Signature: _____ Date: _____

Reset