

Policy 4-16 Rev. 1
Date: January 13, 1995

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Subject: **EQUIPMENT INVENTORY SCREENING AND REQUISITIONING**

I. PURPOSE

To outline policies and procedures concerning the screening and acquisition of equipment for the university.

II. REFERENCES

[PPM 4-2](#), Requisition Preparation and Processing

III. DEFINITIONS

Equipment: Movable machinery, tools, implements, apparatus, appliances, instruments, or devices which have an estimated acquisition cost of \$5,000 or more, regardless of the source of funding.

Screening: A procedure for reviewing capital equipment records to determine if similar or functionally equivalent equipment exists within the department or on campus that is available for use in lieu of purchasing new equipment.

IV. POLICY

In order to maximize the efficiency with which funds available to the university for equipment purchases are expended, proper screening action must be taken and certified prior to procurement of equipment, in accordance with this policy and procedures.

V. PROCEDURE

A. Inventory.

Each department and other operating unit will receive periodically from Property Accounting an inventory listing of all equipment under the jurisdiction of the department or unit.

B. Screening for equipment with an estimated acquisition cost of \$5,000 to \$9,999.

1. Before submitting a requisition for equipment with an estimated acquisition cost between \$5,000 and \$9,999, the department or operating unit, must screen the applicable inventory listing, and make such additional investigations as may be reasonably necessary, to determine whether the department or unit has in its possession or under its control equipment similar or functionally equivalent to the equipment being considered for requisition.
2. If the investigation made pursuant to paragraph 1 indicates that the department or unit possesses what appears to be similar or functionally equivalent equipment, discussions must be undertaken with the custodian or other person in direct control of the equipment to ascertain the availability and suitability of the equipment for the particular need.

3. If the actions taken under paragraphs 1 and 2 indicate that suitable equipment is not available in the department or unit, the head of the department, principal investigator, or authorized alternate, must certify that the screening process has been completed by affixing his/her signature in the certification section of the requisition requesting purchase of the equipment item.

C. Screening for equipment with an estimated acquisition cost of \$10,000 or more.

1. Before submitting a requisition for equipment with an estimated acquisition cost of \$10,000 or more, the department or operating unit, must request the Property Accounting Department to search the equipment inventory records of the university and inform the department, operating unit, or principal investigator whether it appears that similar or functionally equivalent equipment is in the custody of the university and, if so, its location so far as can be determined.
2. If the Property Accounting Department reports that the university appears to possess suitable equipment, the department, operating unit, or principal investigator must undertake discussions with the custodian or other person in direct control of the equipment to ascertain the availability and suitability of the equipment for the particular need.
3. If the actions taken under paragraphs 1 and 2 indicate that suitable equipment is not available within the university, the head of the department or operating unit, or the principal investigator, and the head of Property Accounting or designee, must certify that the foregoing screening process has been completed, by affixing their signatures in the certification section of the requisition requesting purchase of the equipment item.

D. Availability of suitable equipment.

A requisition to purchase equipment with an estimated acquisition cost exceeding \$5,000 may not be processed by Procurement & Supply Management unless the requisition form contains a properly signed certification that the screening procedures required by this policy and procedure have been completed and that similar or functionally equivalent equipment has not been located or, if located, is not available to meet the particular need.

VI. COMPLIANCE

It will be the responsibility of the requisitioning department, operating unit, or principal investigator to maintain appropriate files and provide the necessary documentation to support the screening certifications when required by the university administration or by internal or external auditors.

Approved: Academic Senate 12/5/94
Approved: Board of Trustees 1/13/95

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