

# COLORADO STATE UNIVERSITY

## PURCHASING MANUAL

### I. PURPOSE

The purpose of this instruction is to outline policies and procedures concerning the screening and acquisition of equipment for sponsored programs.

### II. GENERAL

Federal agencies have the authority to disallow reimbursement for new equipment when suitable equipment is already available. It is therefore essential that prior to procurement the requirement be justified and screening action is accomplished and certified as outlined in this instruction to ensure equipment non-availability.

### III. POLICY

The following applies to requests for equipment costing \$1000 or more which will be charged to contract or grant fund account prefix (5-3).

- A. For equipment with an acquisition cost of \$1,000 to \$9,999, departmental property records should be reviewed.
- B. For equipment with an acquisition cost of \$10,000 or more, a campus-wide review should be conducted.
- C. After an award is received, screening should be conducted sufficiently in advance of actual need to permit the timely acquisition of equipment by purchase or from surplus or excess property.
- D. If emergency needs will not permit sufficient time to screen for excess government property without delaying the progress of the project, the circumstances should be indicated on the certificate mentioned below.

### IV. PROCEDURE

A principal investigator requiring equipment costing \$1000 or more should proceed as follows:

- A. For equipment with an acquisition cost of \$1,000 to \$9,999, the authorizing signature on the purchase requisition will be considered as certification that the item was not located or available within the department.
- B. For equipment with an acquisition cost of \$10,000 or more, the principal investigator should conduct a campus-wide review. The Property Accounting Office can search records of

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University and Federal equipment and furnish a list to inform the principal investigator that:

1. Required or similar equipment could not be located in University records; or
2. Required or similar equipment is shown on the records in custody of a certain department and is located in a certain building.
3. Check for equipment availability. If records indicate the University has the required or similar equipment, the principal investigator should contact the department which has custody and ascertain the availability and suitability of the equipment for the project.
4. Screening certification. If the above actions indicate the equipment is not available at the University or is determined by the principal investigator to be not available at the time and location required, the principal investigator should complete and sign the "Certificate of Screening".
5. Equipment requisition. Equipment should be requested by the principal investigator using a Purchase Requisition (PR), accompanied by a completed Certificate of Screening. If the PR is initiated through the CIS, the Certificate should be submitted separately to Sponsored Programs, where it will be retained for auditor review.

## V. FORMS

The Certificate of Screening form may be obtained from the University Property Accounting Office, or forms may be copied from the Property Accounting web page at [www.colostate.edu/depts/busfin/prop.html](http://www.colostate.edu/depts/busfin/prop.html).