

University of Pittsburgh
Financial Operations
Research Accounting Department

EQUIPMENT SCREENING CERTIFICATE
For Acquisitions \$5,000.00 or more using Federal Funds

THIS CERTIFICATE MUST BE ATTACHED TO ALL EQUIPMENT PURCHASE REQUISITIONS

Responsibility Center # _____ Department Code _____

Account Number _____

Equipment Quantity _____ Manufacturer _____

Equipment Description _____

Acquisition Cost by Unit _____

Total Amount _____

For equipment items costing at least \$5,000.00 but not more than \$10,000.00 – **Department Property Inventory Report** was screened. (Report available in the Department Chairman/Director's Office. Required Signatures – Project Director and FAIS Account Administrator.)

For equipment items costing at least 10,000.00 but not more than \$25,000.00 – **Responsibility Center Property Inventory Report** was screened. (Report available in offices of the Department Chairman, Dean/Director, or Responsibility Center Head. Required Signatures – Project Director, FAIS Account Administrator, and Responsibility Center Head.)

For equipment items costing in excess of \$25,000.00 – **University-wide Property Inventory Report** was screened. (Report available in the Research Accounting Department. Required Signatures – Project Director and Research Accounting Department.)

CERTIFICATION

The above described equipment item has been screened against the **Property Inventory Report** identified above and is a proper and allowable charge to the account indicated.

No such item or substantially similar item is listed on the **Property Inventory Report**.

Item(s) similar to the above described equipment are listed on the **Property Inventory Report** but are not available for shared use or satisfactory for use.

State reason the equipment cannot be shared or is unsatisfactory _____

Project Director _____ Phone _____ Date _____

FAIS Account Administrator _____ Phone _____ Date _____

Responsibility Center Head _____ Phone _____ Date _____

Research Accounting _____ Phone _____ Date _____