

MSU Federal Property Screening Form

An internal screening of equipment purchases on a per item basis is required in order to avoid the purchase of duplicate items. This form is to be completed and attached to each federal equipment requisition and any supporting documents with a purchase cost of \$5,000 and above before being forwarded to Procurement & Contracts for processing.

Principal Investigator: _____ Date: _____
Department Name: _____ Phone Number: _____
Campus Address: _____ Fax Number: _____
Sponsoring Agency: _____ BANNER Fund Number: _____
Award Number: _____ Requisition Number: _____

Description of item requested:

Internal Screening: Departmental Screen - performed for individual equipment items with a purchase cost of \$5,000 or greater. Approval items with a purchase cost of \$5,000 or greater. Approval at this level of screening requires the signature of the principal investigator and dean, director, or department head only.

University Screen - performed for individual equipment items with a purchase cost of \$50,000 or greater. Approval at this level of screening requires the signature of the principal investigator, dean, director, or department, and either the MSU Property Officer or the Assistant Property Officer.

SIGNATURE OF APPROVING OFFICIALS	TITLE	DATE
_____	Principal Investigator	_____
_____	Dean, Director, or Department Head	_____
_____	Property Officer/Asst. Property Officer	_____

This form prepared by:
Name: _____
Phone: _____