



MSU Federal Property Screening Form

A pre-purchase internal screening of equipment is required in order to avoid the purchase of duplicate items. This form should be completed and attached to each federal equipment requisition with a purchase cost of >= \$5,000. Departmental screening is performed for equipment costing between \$5,000 - \$50,000. University-wide screening is conducted by the Property Officer for equipment costing > \$50,000. All appropriate signatures are required prior to submission to Procurement & Contracts.

This form prepared by:

Name: Phone: Date:
Agency: Dept. Code: Dept: Dept Head:

Principal Investigator: Campus Address:
Sponsoring Agency: Award:
BANNER Fund No: Requisition No.:

Type of Pre-Purchase Screening Conducted

- Departmental Screening - performed for individual equipment items with a purchase cost between \$5,000 - < \$50,000. Approval at this level of screening requires the signatures of the Principal Investigator and Dean, Director, or Unit Head only. Does not require Property Officer approval.
University-wide Screening - performed for individual equipment items with a purchase cost >= \$50,000. Approval at this level of screening requires the signatures of the Principal Investigator, Dean, Director or Unit Head and Property Officer/Assistant Property Officer. Forward to Property Office for approval.

Description:

(Attach a copy of the requisition to this form)

Table with 3 columns: APPROVAL SIGNATURES, TITLE, DATE. Rows for Principal Investigator, Dean, Director, or Unit Head, and Property Officer/Asst Property Officer.

Original - Receiving & Property Control

Copy - Departmental File

General Instructions

This form prepared by	Name, phone number of person completing form - for contact purposes.
Phone	Phone number of person completing the form.
Date	Date of form completion.
Agency	Choose from a drop-down menu the agency associated with the department.
Dept Code	Code assigned to department.
Dept	Name of department associated with equipment.
Dept Head	Unit head of department.
Principal Investigator	Name of person responsible for research.
Campus Address	Location of P.I.
Sponsoring Agency	Agency funding the award.
Award	Award title in FRAGRNT screen of BANNER.
BANNER Fund No.	Fund established by Sponsored Programs Accounting for award.
Requisition No.	Requisition associated with purchase.
Type of Screening	Select type of screening conducted. Dependent upon cost of items. Consult RPC if needed.
Description of Item:	General description of items purchased. Attach a copy of the requisition for detailed information.
Approval Signatures	Only signatures of P.I. and Dean, Director, or Unit Head are required for Departmental Screening. Signature of Property Officer is needed in addition to P.I., Dean, Director, or Unit Head for University-wide screening.
Complete and forward to:	Receiving & Property Control (RPC) P.O. Box 6177 Mississippi State, MS 39762 Mail Stop 9605 Phone: (662) 325-2545 Fax: (662) 325-4551

Maintain a copy of this form in departmental file for audit purposes and provide RPC with a copy (PDF document is sufficient).