



## 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  $\geq \$5,000$ . Departmental screening is performed for equipment costing between \$5,000 - \$75,000. University-wide screening is conducted by Property Control for equipment costing  $\geq \$75,000$ . All appropriate signatures are required prior to submission to Procurement and Contracts or Property Control.

This form prepared by:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Code: \_\_\_\_\_

Dept: \_\_\_\_\_

Dept Head: \_\_\_\_\_

Principal Investigator (PI): \_\_\_\_\_

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 - < \$75,000. Approval at this level of screening requires the signatures of the Principal Investigator and Dean, Director, or Unit Head only. **Does not require Property Control approval.** Retain in departmental file for federal audit purposes.
- ☐ **University-Wide Screening** - performed for individual equipment items with a purchase cost  $\geq \$75,000$ . 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 Control for approval.** Retain in departmental file for federal audit purposes.

Description:

(Attach a copy of the requisition to this form)

### APPROVAL SIGNATURES

### TITLE

### DATE

Principal Investigator

Dean, Director, or Unit Head

Property Officer/Asst Property Officer

## 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.
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. University-wide screening requires the signature of the P.I., Dean, Director, Unit Head and Property Officer.

The Departmental Screening form original should be provided to Procurement and Contracts. A copy should be sent to Receiving & Property Control.

The University-Wide Screening form original should accompany the requisition and supporting documents to RPC.

Forward forms to:      Receiving & Property Control (RPC)  
P.O. Box 6177  
Mississippi State, MS 39762  
Mail Stop 9605  
Phone: (662) 325-2545  
Fax: (662) 325-4551