

# THE UNIVERSITY OF RHODE ISLAND

## EQUIPMENT SCREENING SYSTEM CERTIFICATION OF UNAVAILABILITY/UNSUITABILITY

INSTRUCTIONS: This form must accompany all requisitions to purchase or lease Federal equipment with a value of \$5,000 or more. The person requisitioning the equipment is responsible for screening the University's inventory records at the level indicated below and for securing the appropriate certification.

**For Purchases of:**

\$5,000 – \$10,000  
\$10,001 – \$50,000  
Over \$50,000

**Screen at:**

Department Level  
Dean's Level  
University Level

**Certification by:**

Department Chairperson/Director  
Dean or Designee/Director  
Provost/Vice-President or Designee

Department \_\_\_\_\_ Date \_\_\_\_\_

Person Requisitioning \_\_\_\_\_

Description of Equipment (*include name, manufacturer, model number, etc. if available*)

Does the grantee organization have an obligation to the government for this equipment after the grant has ended?

Yes ☐ \_\_\_\_\_

No ☐ \_\_\_\_\_

CERTIFICATION: The item described above has been screened by the Property Department against the University's equipment inventory records at the level indicated above. We certify that no such item, or no substantially similar item, is available for shared use or that the item is available but not suitable for shared use.

Certifier Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Certifier Name \_\_\_\_\_ Date \_\_\_\_\_

NOTE: If screened equipment is suitable and available on a shared basis for the requestor's use for a period of more than 60 days, or if equipment is going outside the University, the requisitioner must contact the Responsible Person in control of the item to arrange the equipment transfer and a notification of the transfer must be made to the Property Office in writing/email.

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