

**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 assistance in screening at the University Level, contact the Coordinator of Property Acquisitions at 874-5474.) This form may be filled in on line, then printed for signatures. Please retain a copy for your files and attach the original to the College Requisition.

For Purchases of:

\$5,000 – \$10,000

\$10,001 – \$50,000

Over \$50,000

Screen at:

Department Level

Deans Level

University Level

Certification by:

Department Chairperson/Director

Dean or Designee/Director

Provost/Vice-President or Designee

Department:

Person Requisitioning:

Equipment Description:

Cost:

CERTIFICATION: The item described above has been screened 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 as explained below:

Signature of Requisitioner:

Date:

Signature of Certifier:

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.