

Screening Statement

Purchase Order Number _____

Equipment Screening: Any Equipment purchased under this contract requires a budget sub-account code for equipment if the item is a nonexpendable, tangible personal property having a useful life which will exceed one year and an acquisition cost of \$5000.00 or more. Any procurement falling into this category, must have a signed screening statement attached to the order prior to its submission to Central Procurement Services or your Local Business Center.

SCREENING STATEMENT:

FOR PURCHASING A PIECE OF EQUIPMENT
IN EXCESS OF \$5,000.00 CHARGED TO A
FEDERAL AWARD (LEDGER 5)

There is no equipment within the Department suitable and/or available for the purpose for which this equipment is requested

Equipment Coordinator's Signature

Date

Send this copy of the Screening Statement along with the Purchase Order to Central Procurement Services, Attn: Client Services.
Local Business Centers contact your FSR or Buyer/Contract Specialist for preparation on this document.