



SUB-TOPIC

CAPITAL EQUIPMENT REVIEW FOR FEDERAL GRANTS AND CONTRACT PURCHASES

The University of Texas at Dallas is hereby issuing this policy to comply with federal guidelines.

The U.T. Dallas policy on acquisition of permanent equipment from research awards is established to provide for the screening of equipment availability on a program, center, school or University-wide basis, as applicable. It is expected that every effort will be made to share equipment. We hope that the shared usage program will promote the availability of equipment across the campus so as to comply with federal equipment management standards and will increase the total funds available for other categories of expenditures in research accounts.

To this end, U.T. Dallas has established screening procedures for equipment with an acquisition cost in excess of \$5,000.

A. **Equipment with an Acquisition Cost in Excess of \$5,000:** Requisitions for equipment with an acquisition cost in excess of \$5,000 shall be accompanied by a certificate signed by the University Property Administrator:

1. If the equipment is not available, the Property Administrator will so indicate (see Exhibit E29) and will forward the requisition for action.
2. If the Property Administrator determines that what appears to be similar equipment is owned by U.T. Dallas, he will so indicate and will return the requisition to the originating department at which time the originating department will contact the custodian(s) of the equipment to determine whether or not it is similar and available for shared usage. If it is not, the responsible official in the area in which the equipment is located will certify that it is not similar or not available for shared usage.
3. Some federal agencies have adopted a policy that states that any proposal requesting funds for purchase of any item of capital equipment costing in excess of \$5,000 must be accompanied by a certification that the equipment is not available for use on the campus. In such cases, the certification statement should be included as part of the budget justification in the proposal document.



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- B. On contracts with the Office of Naval Research where purchases of Automatic Data Processing Equipment in excess of \$25,000 are required, DOD form 1851 must be completed. Contact the Purchasing Office, the Property Administration Office or the Office of Research and Sponsored Projects for details.

- C. On contracts with the National Aeronautics and Space Administration and Department of Defense agencies, consent of the Contracting Officer must be obtained prior to signing an agreement for shared usage. Contacts with Contracting Officers in this regard should be made through the Office of Research and Sponsored Projects.

- D. A flow chart depicting the various steps to be followed for each category of equipment is included as Exhibit E14 of this Section.