



THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Purpose: To avoid unnecessary and duplicative purchases of equipment on federal grants and contracts (FAS Ledger 5 accounts) in accordance with federal OMB A-110 regulations.

FEDERAL GRANTS AND CONTRACTS PROPERTY CERTIFICATE OF SCREENING

FAS Account Number: _____

Sponsor's Grant/Contract Number: _____

Requisition Number: _____

Principal Investigator: _____

Equipment Description: _____

Approximate Value: _____

I certify to the best of my knowledge, the above-described item of equipment, or substantially similar item, is not available at UAB for shared use

Signature of Principal Investigator _____ Date _____

Please attach this form to the requisition/purchase order that is purchasing the equipment.

EQUIPMENT SCREENING FORM

This Equipment Screening Form is used to certify that there is not equipment already located on campus that can be used for the grant or contract award. OMB Circular A-110 requires screening of equipment purchased on federally funded grants and contracts (FAS Ledger 5 accounts) to avoid unnecessary and duplicative purchases of equipment.

- Enter the FAS Ledger 5 account number the equipment will be charged to.
- Enter the Sponsor's Grant/Contract award number.
- Enter the Purchase Order Requisition number the form is attached to.
- Enter the name of the principal investigator that is responsible for the grant/contract.
- Enter the description of the equipment that is purchased.
- Enter the approximate purchase price of the equipment purchased.
- Form should be signed and dated by the principal investigator or another individual who has signature authority on the grant/contract.

The Equipment Screening Form must be signed and attached to the Purchase Order Requisition before they can be processed.

After the form is completed, attach supporting documentation, obtain necessary departmental approvals, and route to the accountant in Grants & Contracts Accounting.

Any questions concerning the proper completion of this form should be directed to the UAB Property Administrator in Grants & Contracts Accounting at 934-9330.