

UNIVERSITY OF MIAMI – Property Accounting  
NON-AVAILABILITY OF EQUIPMENT

Use this form for equipment purchases funded by federal or state grants, contracts or agreements. **Attach completed form to purchase requisition.** – Revised November 2002

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This form applies to all purchases of equipment or furniture from federal or state sponsored grant and contract accounts where the unit cost of each item is \$2,500 or more, the useful life is more than one year, and the item cannot be expendable in nature or non-recoverable once used. The cost of equipment or furniture includes all costs to purchase, install or otherwise make a newly acquired item of equipment or furniture functional.

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ACCOUNT NO. \_\_\_\_\_ Purchase Requisition No. \_\_\_\_\_

PRINCIPAL INVESTIGATOR: \_\_\_\_\_

I certify that the below listed capital equipment purchase has been screened against existing equipment in my area of responsibility and that there is no suitable equipment available that can be utilized or shared:

<u>Description</u>	<u>Quantity</u>	<u>Estimated Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Appropriate Approving Official \*

\*Appropriate Approving Official. In addition to the Principal Investigator, for the equipment acquisition costs shown below, additional signatures are required as follows:

<u>Acquisition Cost</u>	<u>Certification – Signature required</u>
\$ 5,000.00 - \$ 9,999.99	Department Chairperson (or designee)
\$10,000.00 - \$24,999.99	Dean (or designee)
\$25,000.00 or more	Property Accounting

- Notes:**
- a) Capital acquisitions of \$5,000,000 or more are subject to approval by the Executive Committee of the Board of Trustees.
  - b) Purchase of computer equipment with a value of \$7,500 or more (\$5,000 on software) requires approval of the Vice President for Information Technology.