Service Center Capital Equipment Validation Program
Checklist for PMO, RAPC and CMA

The following is a checklist outlining the workflow for PMO, RAPC and CMA during the service center equipment validation process.

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<th>Deadline</th>
<th>Service Center Name</th>
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**Property Management Office (PMO)**

Upon receiving the checklist and equipment list from his/her respective service center, the property service representative (PSR) needs to

- Ensure the checklist is signed as required
- Ensure the service center is flagged in Sunflower
- Sample check 3 – 5 assets from the list for validation accuracy
- If applicable, reference prior year equipment list for updates and accuracy
- Flag asset “unallowable” in Sunflower when notified by RAPC
- Upload the center’s checklist and equipment list to the P drive (file path: P drive -> FY12 Validation folder -> Create a folder for the service center)
- Sign the checklist and email it to RAPC
- Upload the signed checklist from CMA to service center’s folder on P drive
- Inform the service center of its validation result: pass or no pass

**Research Administration Policy & Compliance (RAPC)**

- Per SCM review, ensure the yellow-highlighted and **bold** assets match those reported in the current year budget (report 286 Award Mgt tab)
- Verify depreciation amount in the budget is correct only if the modified report provides the in-service date, funding source and associated cost
- Notify PSR to flag asset “unallowable” in Sunflower if asset’s depreciation is included in the charge-out rates
- Sign the checklist and email it to CMA

**Cost & Management Analysis (CMA)**

- Exclude the yellow-highlighted assets from IDC pool
- Sign the checklist and email it to PMO

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<th>Signature of PSR:</th>
<th>Signature of RAPC Analyst:</th>
<th>Signature of CMA Analyst:</th>
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