Capital Equipment Validation Program
Service Center Checklist

The following is a checklist outlining the workflow for DPA, SCM/FC and DFA/ASM during the service center capital equipment validation. Please mark each item after the task is complete. If you have any questions, please contact your PSR.

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<th>Deadline</th>
<th>Service Center Name</th>
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**Department Property Administrator (DPA)**
- Print an asset report (DPA Comp version) using the 286 report in ReportMart3
- Match the total number of assets on the report to those residing in the center, and vice versa; adjust Sunflower (SFA) records as needed
- Match asset acquisition date, acquisition method and ownership in SFA to the receiving date and purchasing method on the corresponding PO; adjust SFA records as needed
- Email the DPA Comp and Award Mgt reports to SCM/FC, along with the checklist
- Update asset records in SFA as communicated from SCM/FC and DFA/ASM
- Email the checklist signed by you, SCM/FC and DFA/ASM, along with the revised asset reports, one in **DPA Comp** and the other **Award Mgt**, to sc_eqmt_validation@lists.stanford.edu

**Service Center Manager or Financial Contact (SCM/FC)**
- Ensure the DPA checklist is completed
- Review the latest asset report in Award Mgt version from DPA
- Yellow-highlight capital assets for which depreciation is included in the center’s current budget
- Check that the PTA(s) of capital assets reconcile to those reported to RAPC
- Communicate asset changes to DPA for Sunflower updates
- Email the Award Mgt and DPA Comp versions to DFA/ASM
- Sign the checklist and forward it to DFA/ASM

**Director of Finance and Administration (DFA)/Administrative Services Manager (ASM)**
- Ensure the checklists for DPA and SCM/FC are completed
- Review the finalized asset reports (DPA Comp and Award Mgt) from DPA and SCM/FC to ensure accuracy
- Sign the checklist and return it to DPA

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<th>DPA</th>
<th>SCM/FC</th>
<th>DFA/ASM</th>
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Flowchart of Capital Equipment Validation Process (Service Center)

**DPA**
- Run 286 report in ReportMart3
  - Ensure DPA Comp report matches center location contents
  - Ensure asset information in Sunflower matches what is in purchase order
  - Email DPA Comp and Award Mgt versions to SCM/FC
  - Ensure checklist is signed and send finalized asset reports to PMO

**SCM/FC**
- Review report in Award Mgt version
  - Ensure assets included in center’s current budget are yellow highlighted
  - Ensure PTAs of assets match those reported to RAPC
  - Communicate all asset changes to DPA for updates in Sunflower
  - Sign checklist and email the Award Mgt and DPA Comp versions to DFA/ASM

**DFA/ASM**
- Review reports from SCM/FC
  - Ensure reports are finalized and accurate
  - Sign checklist and return it to DPA

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Thank you!