Service Center Capital Equipment Validation Program  
Central Office 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.

<table>
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<tr>
<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-highlight and bold assets match those reported in the current year budget (296 Award Mgt report)
- 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-highlight assets from IDC pool
- Sign the checklist and email it to PMO

Signature of PSR:  
Signature of RAPC Analyst:  
Signature of CMA Analyst:  

Date:  
Date:  
Date:
Flowchart of Capital Equipment Central Office Validation Process

PMO
- Ensure each center is flagged in Sunflower
  - Sample check center asset reports for accuracy
  - Reference prior year asset reports for updates, if applicable
  - Upload asset reports received to shared P drive and notify RAPC by email
  - Ensure checklist is signed and upload finalized asset reports to shared P drive
  - Announce validation result to centers

RAPC
- Review center assets in Award Mgt report
  - Ensure assets in yellow highlight match those reported in current year budget
  - Ensure asset depreciation amount in the budget is correct
  - Notify PMO any "unallowable" assets
  - Sign checklist and email it to CMA

CMA
- Exclude assets in yellow highlight from IDC pool
  - Sign checklist and email it to PMO

Complete ✅