Date:

## 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.

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	Deadline			
•	Service Center Name			
U	roperty Management Office (PI pon receiving the checklist and epresentative ( <u>UPA</u> ) needs to	<b>NO)</b> equipment list from his/her respective so	ervice center, the property service	
	Ensure the checklist is signed as required			
	Ensure the service center is fl	ure 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			
R	esearch Administration Policy 8	Compliance (RAPC)		
	Per SCM review, ensure the yellow-highlight and <b>bold</b> 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			
C	ost & Management Analysis (Cl	ΛA)		
	Exclude the yellow-highlight assets from IDC pool			
	Sign the checklist and email i	Sign the checklist and email it to PMO		
	Signature of PSR:	Signature of RAPC Analyst:	Signature of CMA Analyst:	

Date:

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## Flowchart of Capital Equipment Central Office Validation Process

