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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<th>Deadline</th>
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<tbody>
<tr>
<td>Service Center Name</td>
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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 (UPA) 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...
  - 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
  - Announce validation result to

RAPC
- Review center assets in Award Mgt report
  - Ensure assets in yellow highlight match those reported in current year
  - 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 ✅