

**LOYOLA UNIVERSITY OF CHICAGO  
PURCHASING DEPARTMENT  
EQUIPMENT SCREENING CERTIFICATE**

In efforts to avoid the potential for unnecessary and duplicative purchases of equipment on federal grants and contracts, the University requires the completion of this Equipment Screening Certificate. The submission and certification provided will satisfy all requirements as set forth by OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and University Purchasing Policy.

It is recommended that you include this certificate with your Capital Budget Request form to complete the submission of your Purchase Requisition. Completed forms could be submitted to the Purchasing Department located at 820 North Michigan Avenue; Suite 700 Chicago, Illinois 60611. Alternatively, you may submit your request via email at [purchasing@luc.edu](mailto:purchasing@luc.edu), or by fax to 312-915-8788.

Principal Investigator	Extension	Email
Department		Accounting Unit
Equipment Name		Model Number
Manufacturer		Estimated Equipment Cost
Detailed Description of Equipment		

This is to certify that we have researched the availability of the equipment above university-wide and we have determined that there is no equipment available for shared usage. This includes all equipment that may be comparable to or suitable for the needs to be met by the equipment listed above. The equipment has been researched against existing records and systems that support the tracking and control of university fixed assets and property control.

Principal Investigator (Print Name)	Principal Investigator (Signature)	Title	Date
General Accounting (Print Name)	General Accounting (Signature)	Title	Date