

Capital Equipment Service Center Validation Program Department 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 [UPA](#).

Deadline	
Service Center Name	

Department Property Administrator (DPA)

- Print two asset reports using the 286_DPA_Comprehensive Report and the 296_Award_Management Report in Oracle Business Intelligence-Enterprise Edition (OBIEE).
- Match the total number of assets on the reports to those residing in the center, and vice versa; adjust Sunflower (SFA) records as needed.
- Match asset acquisition date, acquisition cost, acquisition method and ownership in SFA to the receiving date and purchasing method and information on the corresponding PO; adjust SFA records as needed.
- Email the DPA Comprehensive 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 296 Award Mgt Report 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 286 DPA Comprehensive and 296 Award Mgt reports 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 Comprehensive and Award Mgt) from DPA and SCM/FC to ensure accuracy.
- Sign the checklist and return it to DPA.

DPA	SCM/FC	DFA/ASM
Printed Name:	Printed Name:	Printed Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:

Flowchart of Capital Equipment Department Validation Process

