

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.

Deadline	
Service Center Name	

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

