



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 72.04, Equipment Purchased for Sponsored Federal Projects

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish procedures for the procurement of equipment required in the conduct of sponsored federal projects and to ensure that equipment purchases are made in accordance with federal regulations and agreement provisions. ~~Applicability to equipment~~ existing institutional equipment which can meet the needs of the project. ~~Equipment purchased during the last months of a project.~~

REVIEW: This HSC OP will be reviewed in October of each even-numbered year by the Directors of Sponsored Programs and Purchasing, with recommendations forwarded to the Senior Vice President for Research and the Executive Director for Finance and Operations.

POLICY/PROCEDURE:

1. Sources of Information.
 - a. The TTUHSC Inventory Department will maintain at the www.ttuhsc.edu searchable property/equipment inventory, currently at www.fiscal.ttuhsc.edu/propinv. Items which have a life expectancy of less than one year and/or less than \$5,000.00 are excluded from this list. This website is available to Principal Investigators and Project Directors (PI/PDs) for review.
 - b. Sponsored Programs will maintain records on each sponsored federal project which can be used to determine whether or not the purchase of any item of equipment covered by this HSC OP is authorized.
 - c. The Office of Accounting Services will maintain current expiration dates on all sponsored federal projects in the financial accounting system. This data is available via access to Banner.
2. Authority to Procure. Before making a procurement, a PI/PD of a sponsored federal project is required to:
 - a. Have authority to purchase or rent equipment used on a project; and
 - b. Conduct a search (See 1.a. above) to determine if a suitable item of equipment is already on campus and available for their use.
3. Timely Procurement. Equipment purchased should be necessary for and used during the project; therefore, it is TTUHSC policy that equipment for a sponsored federal project will not be purchased unless six (6) months or more remain until the final expiration date. Exceptions to this policy will be made only in special cases, and then only with the approval of the Office of Sponsored Programs. Equipment received after the expiration date must be paid for from another source; it is the responsibility of the PI/PD to provide the alternate source of funding if the equipment is received after the expiration date.

4.