



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 72.04, Equipment Purchased for Sponsored Federal Projects

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP 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 regulation and agreement provisions. Failure to follow federal requirements can result in a liability for TTUHSC El Paso. The term sponsored federal projects includes grants, contracts, and cooperative agreements for research, instruction and service projects. Federal policies require a survey to determine the availability of existing institutional equipment which can meet the needs of the project and limit equipment purchases during the last months of a project.

REVIEW: This HSCEP OP will be reviewed on October 1 of each even-numbered year (ENY) by the Directors of Sponsored Programs (SP) and the Managing Director of Purchasing, with recommendations for revisions submitted to the Vice President for Research, and the Chief Financial Officer or designee by December 15.

POLICY/PROCEDURE:

1. Sources of Information.

- a. The TTUHSC El Paso Property Management team will maintain at the <http://elpaso.ttuhscc.edu/> website a searchable property/equipment inventory, currently at <https://busaff.elpaso.ttuhscc.edu/PropertyManagement/Dashboard>. Items which have a life expectancy of less than one year and/or less than \$5,000 are excluded from this list. This website is available for review by principal investigators and project directors (PI/PDs) with the assistance of their property management custodians and delegates.
- b. SP 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 HSCEP 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 this HSCEP OP 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 SP. Equipment received **after the expiration date** must be paid for **from another source**; it is the responsibility of the PI/PD, or

designated department personnel, to provide the alternate source of funding if the equipment is after the expiration date.

4. **Administrative Procedures.** When PI/PDs wish to purchase equipment covered by this HSCEP OP, the following actions are required:
 - a. **Property Inventory Search.** (See 1a. above). The PI/PD, or designated department personnel, will review the list of on-campus equipment which is suitable for use on sponsored federal projects to determine if similar type items are available. If they are, the PI/PD, or designated department personnel will investigate and determine if the items are suitable for use and if satisfactory arrangements can be made for loan or transfer of the equipment. If the results of the review and investigation of on-campus equipment are negative necessitating purchase or rental, the PI/PD, or designated department personnel should complete the TechBuy "Federal Equipment Purchase Form."
 - b. **Federal Equipment Purchase Form.** – This form is required when purchasing capital equipment on federally sponsored projects as outlined in HSCEP OP 72.04, specifically any purchase over \$5,000 on a Federal grant fund (Fund Type 21). The form will be routed to the SP department for approval. Once the Federal Equipment Purchase Form has been completed and signed, it must be attached to the corresponding TechBuy requisition.
 - c. **Proprietary Purchase Justification Form.** Complete this form only if the price of the equipment exceeds \$50,000 and there are no other sources or service providers available for procurement of the equipment. The form can be accessed at the following link: <https://ttuhscep.edu/opp/documents/72/op7202a.pdf> .
 - d. **Routing to Sponsored Programs.** Upon completion and submission of a requisition that includes the completed Federal Equipment Purchase Form, the TechBuy requisition will be routed to the departmental approver for approval and to SP for approval.
5. **Procurement Action.** The Purchasing Office will process purchase requests which have been approved by SP in accordance with the above procedures, Purchasing Policy and Procedures, and Board policies.