

## SPA'S TOP 10 LIST

### EQUIPMENT

1. Equipment is defined as a non-expendable item having a useful life of more than two years and an acquisition cost of \$5,000 or more.
2. Special Purpose Equipment – normally an allowable cost on a sponsored project. Defined as equipment which is used only for research, medical, scientific or other technical activities.  
  
General Purpose Equipment – normally unallowable as a direct charge to a sponsored project. Defined as equipment which use is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furniture, copiers, motor vehicles...
3. Generally, unless specified in the “Terms and Conditions” of the sponsored agreement, prior purchase approval is not required if the item is identified in the award budget.
4. Purchasing equipment items costing \$25,000 or more requires the completion of an Equipment Screening Certificate.
5. The custodial department is responsible for the input and maintenance of asset information to the Asset System (item description, manufacturer name, serial number, model, source of funding, acquisition date, location, unit cost, title determination and condition).
6. The PI and/or the custodial department must maintain the physical security, safety and storage of equipment items.
7. The custodial department must verify the existence, current utilization, continued need for and location of the each equipment item during the University’s Biennial – Full Moveable Equipment Inventory.
8. For both Government-owned and Government-furnished equipment, the Plant Accounting Department creates an asset tag and forwards it to the Custodial Department. The tag should be attached to the item in a visible location.
9. University-titled/owned equipment with a fair market value of less than \$5,000 may be retained, sole or disposed of with no further obligation to the sponsor.
10. Please refer to the University’s Government Funded Property – Policies and Procedures for additional information, see <http://spa.wustl.edu/admin.html>.