

Certification of Screening [*\(click here to open form\)*](#)

This form is used for screening existing property prior to the acquisition of federally funded property.

1. Enter the Campus and department information
2. Enter the purchase requisition number, the contract or grant number, and descriptive information of the property on the form.
3. Submit the form to the appropriate property office for processing.
4. This form may be substituted by a stamp on the purchase requisition providing that it contains the required information.