

In order to meet the needs of federal auditors, Principal Investigators (or their Authorized Project Representative) must complete the following certification when equipment is purchased on federal accounts (61-0000 to 61-5999).

"I certify that this equipment is necessary and will be used primarily, or exclusively, for the project(s) to which the costs will be charged, and that similar equipment is not available for my use."

Principal Investigator (PI) or Authorized Project Representative

With the new Purchasing Reality System, equipment requisitions can be submitted directly to Purchasing thru the web. All requisitions \geq \$5,000 must then be approved by CGA. To expedite the approval of equipment purchased on federal accounts, the above certification can be included on the equipment requisition or copied into an e-mail and **sent by the PI or Authorized Project Representative** to the MSU Buyer. The MSU Buyer's email is located in the top left corner of the web requisition.

If you have any questions, please call your contact in CGA or the main CGA number at 5-5040.