

UNIVERSITY / SUBCONTRACTOR REQUEST FORM

URS PURCHASED EQUIPMENT

Request Number: _____
(University/Subcontractor Assigned Internal Number for Tracking Purposes)

Request Date: _____

University/Subcontractor Name: _____

Applicable URS Subcontract Number: _____

Applicable URS Task Release Order No.: _____

Requestor's Name: _____

Requestor's Email Address: _____

Requestor's Phone Number: _____

Delivery Address For Equipment: _____
(include lab, room, area number as applicable)

Required Deliver Date: _____

ITEM	QTY	U/M	PRODUCT DESCRIPTION	UNIT PRICE	EXTENDED
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				TOTAL	\$0.00

Attach detailed product description(s)/specifications, quality requirements, pricing documentation, potential supplier(s) and sole source justification form (if only one source can provide equipment) as applicable.

Purpose / Justification for Equipment

University / Subcontractor Points of Contact w/ SAR Approval of Request

Property Representative: _____

Property Representative Email Address: _____

Subcontractor's Authorized Representative (SAR): _____

SAR Email Address: _____

SAR APPROVAL OF REQUEST: _____

(SIGNATURE / DATE)

URS Purchased Equipment

Subcontracts issued from URS-RES to West Virginia University as cost-reimbursable contracts under the Department of Energy's (DOE) prime contract DE-FE0004000 must comply with property regulations and procedures issued by DOE and URS-RES.

All Accountable Property must be purchased through URS Procurement and tagged and tracked as Government-owned property. URS-RES has established an Accountable (trackable) Property matrix – please refer to Appendix A for the detailed listing.

When purchasing property on URS-RES contracts, the following steps should occur:

1. Once a need for the acquisition of property is identified, the department completes a **University/Subcontractor Request form – URS Purchased Equipment**. The form should be filled out as follows:
 - a. **Request Number** – Please use the WVU Award Number, WVU Task Number, and the number of the request for that task number or some other identifying feature.

Example: 4890TASK120001

This request would be for the first request on Award 1004890R, Task 12.
 - b. **Request Date** – Date of Request
 - c. **University/Subcontractor Name** – West Virginia University Research Corporation
 - d. **Applicable URS Subcontract Number** - RES1000023
 - e. **Applicable URS Task Release Order No.** – The URS ACTIVITY # - An example is 4.640.920.001
 - f. **Requestor's Name** – Principal Investigator or Co-Principal Investigator
 - g. **Requestor's Email Address** – Principal Investigator's or Co-Principal Investigator's email address
 - h. **Requestor's Phone Number** - Principal Investigator's phone number or the person who would be able to answer any questions
 - i. **Delivery Address for Equipment** – Please be specific
 - j. **Required Delivery Date** – Please be specific. URS has stated that “As soon as possible” is not acceptable.
 - k. **Product listing** – Please be specific as possible and provide the sole source justification form if applicable. The procurement process requires an accurate description of the property, required technical specifications and quality documentation (as required).
 - l. **Property Representative** – Departmental Property Representative
 - m. **Property Representative Email Address** - Departmental Property Representative's email address
 - n. **Subcontractor's Authorized Representative (SAR) and SAR email** – Alan Martin is the SAR and his email is Alan.Martin@mail.wvu.edu
2. The completed URS Purchased Equipment Request form should be sent to the Subcontractor Technical Representative (STR) and to the WVU Property Management URS related e-mail address at WVUURS@mail.wvu.edu.

3. The STR completes request and sends to URS Procurement. If the URS STR determines the item should not be classified as property, they will send it back to the WVU department so it can be purchased by WVU (with necessary pre-approval).
4. URS Procurement sends notifications to WVU department, STR and WVU-URS email account about the procurement actions.
5. URS Procurement orders the property and the vendor ships the item to the designated NETL site.
6. Goldbelt Eagle receives the property, inspects for quantity, damage, etc. and tags the item with a Federal Gov property tag and enters the item in the federal property management system. Goldbelt Eagle repackages and ships the item to the WVU Department ship-to address listed on the original URS Purchased Equipment Request Form.
7. Upon receipt of the property, the WVU requestor should inspect the property to insure that it meets the type and specification and that it is operable and not damaged. If property is damaged, the requestor should immediately notify Goldbelt Eagle, their STR and copy WVUURS@mail.wvu.edu. If the property is acceptable, the departmental Property Management representative should assign a WVU Asset tag number to each property item and an Asset Acquisition form should be submitted for each tag number (<http://map.wvu.edu/forms/faforms.cfm>). In the comment field on the form, please include the Federal Gov tag number that came attached to each item.
8. All government owned property will be inventoried once a year and no government owned items can be disposed of without the prior approval of WVU Property Management.

Appendix A

Item	Tag and Record	Administrative Property tags
Capital Equipment (>\$50k)	All	
Other Equipment (\$5k-\$49,999)	All	
Laboratory type non-consumable Research related property (\$300-\$4,999)	All	
Appliances for testing purposes, (stoves, refrigerators, freezers, washers, dryers, microwaves, furnaces, etc.)		All
Appliances for general use, (refrigerators, microwaves, electric fans, space heaters)		All
Furniture (at contractor locations)		All
Binoculars/Telescopes	All	
Cameras (including digitals)	All	
Compressors, All types and sizes	All	
Computer Peripherals (including printers, scanners, etc.)	All	
Computers – Desktops, Handheld, Laptop, Notebooks	All	
External Hard Drives	All	
Fax Machines, Portable	All	
Generators, All types and sizes	All	
Power Tools	>\$100 All	
Monitors, Computer or Television	All	
Personal Digital Assistant (PDA) including mobile phones/Cellular phones/PDA units (i.e. Blackberry etc.)	All	
Projectors, Video	All	
Radios, Hand-held Battery Powered	All	
Vehicles and Mobile Motorized Equipment	All	

- Administrative type items not requiring tagging would include: hand tools, typewriters, calculators, lamp/slide projectors, electric pencil sharpeners, desk lamps, whiteboards, onsite furniture, jump drives, hands free headsets, or other consumable type items.