

Property Procurement Analysis

According to 2 CFR Part 215, formerly OMB Circular A-110, there must be a determination of the most economical and practical procurement of property purchased with government/sponsored funds. Please complete the following prior to purchasing property with government/sponsored funds and submit to the MERC's Operations Directorate or the Director of Grants and Contracts.

Justification

Property
Description: _____

How it will be
used: _____

Any other justification needed to substantiate that the purchase is reasonable and necessary:

When appropriate, please attach an analysis of lease versus purchase options.

Please attach the various quotes, bids, or estimates received as well as a justification for the price to be paid for the property.

Is there other property currently owned
that can be traded in to offset the cost of
the new property? _____

Please provide
any additional
comments needed: _____

Signature of Responsible Person / PI

Date