Northwestern

Capital Equipment Unit Representative Registration Form

Overview:

Capital Equipment Unit Representatives act as a liaison between Financial Operations and their departments for capital equipment. Representatives serve the important role of ensuring the school or unit is compliant with University and Federal (2 CFR 200.313) requirements. This registration form establishes and authorizes University personnel as a Capital Equipment Unit Representative. A Director or Senior Administrator's approval and understanding of the responsibilities listed below is required to register.

Please list the department IDs (or series, if applicable) that you are electing to be the Capital Equipment Representative:

Representative Information

(Please Print)

First Name:	
Last Name:	
School/Unit:	
Email:	

For the department IDs listed above, I hereby agree to:

1. Serve as a starting point for Financial Operations capital equipment inquiries.
2. Support the University by publicizing, monitoring, and enforcing capital equipment policies and procedures at the department level.
3. Be responsible for assisting Financial Operations with tagging new capital equipment in a manner that works best for the school/unit.
4. Biennially perform the capital equipment inventory verification for the school/unit and submit Asset Requests for disposals and transfers as identified.
5. Facilitate the physical observation of capital equipment inventory by a Financial Operations representative, or for external or internal audit requests.

Signature **Date**

Approval

Must be Director or Senior Administrator.

Name (Print):	
Signature:	
Date:	