Faculty Asset Search
User Guide

Compliance:

The Faculty Asset Search tool is used to certify the completion of a search for existing equipment at the University that may be used for project purposes in order to reduce project costs on federal projects or projects that reference OMB Circular A-110 or 2 CFR 200 (Uniform Guidance). Effective December 26, 2014, A-110 requirements will be contained in OMB’s Uniform Guidance. Below are excerpts from the Uniform Guidance pertaining to procurement standards. Also, see §200.313 Equipment.

2 CFR §200.318(d): “The non-Federal entity’s procedures must avoid acquisition of unnecessary or duplicative items.”

2 CFR §200.318(f): “The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.”

Procedure:

Note: The Faculty Asset Search tool is most compatible with Mozilla Firefox, but should be functional in Internet Explorer, Chrome, and Safari.

MyPack Portal Navigation:
Main Menu ➔ Financial Systems ➔ Assets & Surplus ➔ Faculty Asset Search
From the Search’s main page, you may enter any part of the desired equipment’s Description, Model, Manufacturer, or any combination thereof. You may need to try different wording to receive the desired results. For example, try “NMR” instead of “Nuclear Magnetic Resonance.” You may also search for available equipment within a Custodial Department ID (OUC). You may enter the 2-digit, 4-digit, or 6-digit OUC. Click Search to find results.
Results View:

Note: A message of “No Results Found” indicates that there are no assets matching the search criteria.

The Faculty Asset Search will return Retired and In Service assets, but not Disposed assets. Additionally, the Search will return assets of the following types:

010 – IT Hardware
020 – IT Software
040 – Equipment
060 – Fleet
070 – Machinery
080 – Furniture
999 – Other

After the search results are displayed, review the results to determine if any of the assets will match your needs, and contact the Custodial Department if needed. Then, click the Print button.
The Print button will export all the search results to an Excel worksheet with a compliance certification statement.
To comply with the A-110 / Uniform Guidance procurement requirements, print the worksheet, sign the certification statement, and keep on file with project documents.

**Note:** You may need to reformat the Excel worksheet for printing on legal paper.

While the Faculty Asset Search tool’s primary purpose is to search for existing equipment before making a purchase on a federal project or a project that references Circular A-110 or 2 CFR 200 (Uniform Guidance), it may have other uses for campus. In these cases, the certification statement does not need to be printed or signed.

**Note:** Currently, there is no way to search for fabricated equipment, only components thereof. You will need to know attributes of the components of the equipment.