



OFF-SITE SUBAGREEMENT* PROPERTY QUESTIONNAIRE

Purpose of Form: *Ensure that subrecipient has an adequate property system in place.*

Subrecipient Name: _____ Subagreement Number: _____
 Address: _____ Telephone Number: _____
 Contact Person: _____ Email Address: _____

Please complete a questionnaire for each subagreement your institution has with CU Boulder.

- Do you anticipate having any property accountable to this subagreement?
 YES NO (If NO, skip # 2-4 and go to #5)
- Have any government agency or representative from the University of Colorado Boulder conducted a property management system review at your site in the past two years?
 YES (If YES, attach a copy of your Approved Property Control System letter with this questionnaire.)
 NO
- Does your organization have a documented property control system and/or written procedures?
 YES (If YES, attach a copy of your Property Control System procedures with this questionnaire.)
 NO
- Do you have a system that protects/controls government, sponsor and, University of Colorado-owned property that includes the following:
 YES - Check all that apply
 Number and track all equipment sent to you by University of Colorado or all property directly acquired for this project.
 Maintain property control records.
 Assurance of physical protection of property.
 A system to ensure equipment is used in an approved manner.
 A system for review for idle and excess equipment.
 A system that provides for equipment maintenance.
 A system/procedures assuring subrecipient control of property
 NO – Then, how you will control the property acquired?
- Please have the PI, Property Officer or Sponsored Projects Officer sign and date this form, and attach all-inclusive attachments to this questionnaire. Send to: CU Boulder’s Office of Contracts and Grants Subcontracts at, ocgsubs@colorado.edu

Signature _____ Title _____ Date _____

*For the purposes of this form, the generic term, subagreement, will mean both subagreements and subcontracts as issued under a contract or financial assistance agreement (e.g. a grant or cooperative agreement) to a subrecipient or subcontractor.