

# **EQUIPMENT ACQUISITION, DISPOSITION, AND INVENTORY OF EQUIPMENT**

Policies and Procedures: C-II

## **DEFINITION**

The term, "Equipment," as used in this policy, includes capital equipment and furnishings of \$1,000 or more. "Technology" includes PC's, file servers, data communication equipment and DL/video communication equipment but does not include projector systems, printers, and multi-media equipment. Software, except specialized programs such as Colleague, CS Gold, etc., is considered a consumable and is not covered by this policy. The sections on (1) Declaration and Disposition of Surplus Equipment and (2) Sale of Surplus Equipment also include surplus supplies, especially in instances involving considerable value. Equipment valued at \$5,000 or more becomes a fixed asset and is reported in the college's financial statements.

## **Request for New Equipment**

Request for new equipment, both additional (A) and replacement (R), are submitted via the regular budgeting process.

## **Purchase of Equipment**

After budget approval, all equipment is purchased in accordance with the Purchasing Policy and Budget Administration Policy of the College.

At the time the purchase order is issued, the Accounts Payable Technician in the Business Office will provide full, pertinent information to the Coordinator, Purchasing/Central Services. If the equipment is technology-related, pertinent information will be provided to the Senior Director, Administrative Services.

## **Delivery of New Equipment**

All new equipment is delivered by the vendor to Mail Services at the Community Services Center or to the loading dock at the Physical Plant. The new equipment is accepted by Mail Services or Physical Plant personnel unless the equipment requires technical set-up or is unusually heavy or bulky, in which case the delivery truck is directed to the proper location for unloading. The receiving department will notify the Coordinator, Purchasing/Central Services, who will verify the delivery against the purchase order and properly tag and record the new equipment. The equipment will then be released to the designated department/office unless delivered by the vendor as previously indicated.

## **Disposition of Replaced Equipment**

If the equipment to be replaced, traded in, sold, transferred, or discarded, the budget head will use the Notification Memorandum form to notify the Coordinator, Purchasing/Central Services who will remove the identification tag(s) and release the equipment (1) to the delivering agent upon satisfactory receipt of the new equipment, or (2) as otherwise directed by the Executive Vice President.

The Coordinator, Purchasing/Central Services will report the availability of the equipment to the Executive Vice President (to include the MCC I.D. number, type of equipment, manufacturer, and serial/ model number), who will then instruct the Director of the Physical Plant to dispose of the equipment.

If the equipment to be replaced is to be transferred within the College or stored by the College, the Director of the Physical Plant will arrange movement of the equipment, as appropriate, and will advise the Coordinator, Purchasing/Central Services to adjust the inventory records accordingly.

## **Declaration and Disposition of Surplus Equipment (not being replaced)**

Each Vice President or the President will encourage employees in his/her area of responsibility to report to the Coordinator, Purchasing/Central Services any equipment no longer in use for any reason and not being replaced. At least annually, the Coordinator, Purchasing/Central Services under the direction of the Executive Vice President will request identification of equipment no longer useful to or needed by the office or department in which the equipment is located.

The surplus equipment identified to the Coordinator, Purchasing/Central Services will be discarded, sold or stored for future disposition, except that regarding equipment assigned to the Physical Plant, the decision as to disposition will be made by the Executive Vice President. The actual discarding or sale of any MCC property shall occur under the direction of the Executive Vice President.

**Sale of Surplus Equipment**

The Executive Vice President is responsible for the sale of any and all items (both equipment and supplies) to be sold by the College, excluding items sold by an office or department as a part of their regular responsibility (e.g., Cosmetology).

With approval of the Executive Vice President, the College may directly transfer materials or equipment that can be used for instructional purposes to a public school or school district, assistance organization, or state agency at a price or for other consideration or no consideration that the College and the other entity determines appropriate.

Competitive, written bids shall be required on all sales transactions amounting to \$10,000 or more. On sales amounting to less than \$10,000, bids shall be taken at the discretion of the Executive Vice President.

The Executive Vice President has authority to approve sales amounting to less than \$15,000. Sales of \$15,000-\$24,999 must be approved by the President. Board of Trustees' approval is required on sales of \$25,000 or more.

**Inventory of Equipment**

The Coordinator, Purchasing/Central Services will conduct an annual inventory of equipment (except technology) valued at \$1,000 or more. The Senior Director, Administrative Services will ensure that all technology valued at \$1,000 or more is inventoried annually. The Coordinator, Purchasing/Central Services and the Senior Director, Administrative Services will notify the Senior Accountant, Grants/General Ledger of equipment valued at \$5,000 or more. The Senior Accountant will add this equipment to the fixed asset inventory. Budget heads who leave the employment of the college will take an inventory of equipment and submit to Human Resources during the exit process. This list will be made available to both the Coordinator, Purchasing/Central Services and the Senior Director, Administrative Services for inclusion in the college inventory.