



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Equipment Acquisition	CF - I	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C — Business and Support Services	Purchasing and Acquisition	CF	08/26/2025

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. 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 Financial Services Office will provide full, pertinent information to the Director, Purchasing/Auxiliary Services. If the equipment is technology-related, pertinent information will be provided to the Director, Information Systems & Services and the Director, Purchasing/Auxiliary 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. Mail Services or Physical Plant will notify the Director, Purchasing/Auxiliary 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.