

3344-65-05 Equipment purchases.

- (A) All requests for the purchases of equipment, defined as non-expendable, tangible, personal property having a useful life of more than one year and an acquisition cost of \$5,000.00 or more shall be initiated by a purchase requisition, not a small order form. The university is required to maintain an inventory of all equipment and the utilization of the purchase requisition ensures that the property control department is automatically notified of such acquisitions. Violation of this policy may result in the revocation of the small order form privilege.

- (B) Equipment improvements that increase non-expendable value to \$5,000.00 or more shall be added to that valuation when identifiable. Increases to valuation can include costs such as shipping/delivery/installation charges (example: a server that has memory added.) These are considered assets that shall be maintained by property control, as stated above.

Policy Name: Equipment purchases.
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Replaces: 3344-65-05
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