

BP 3.3 Equipment and Supplies Procurement

Legal Authority NCGS 115D-58.14; NCGS 115D-58.15

Approvals 02/06/01
Revision

Policy

NO PURCHASE IS TO BE MADE WITHOUT PRIOR ISSUANCE OF A PURCHASE ORDER FROM THE BUSINESS OFFICE.

Completed requisitions for instructional and administrative equipment and/or supply items are to be placed with the Business Office after meeting the approval of the respective Vice President, Dean, and/or the President.

Equipment is defined as articles which are not (by normal day-to-day use) consumed, exhausted, or worn out within two calendar years. Equipment falls into two categories: non-expendable minor equipment, of which the individual items cost less than \$1,000 each, and non-expendable major equipment costing \$1,000 or greater.

Equipment will be ordered if funds are available in the respective areas. Instructors are to submit the local requisition form for approval to the appropriate dean in the Learning Opportunities Division. Staff members in other divisions of the college are to submit the form for approval to their vice-president.

Many items used repeatedly by the state are to be found on State Contract. The person preparing the requisition should first ascertain if the item is listed on an applicable equipment list comes within the equipment fiscal standard and is listed on State Contract.

We encourage and promote the use of small contractors and those hiring minority, physically handicapped, and female workers in state purchasing of goods and services.

The college will conduct an annual inventory of equipment. Spot checks will be made at intervals when deemed necessary or advisable. The Business Office has responsibility for seeing that the inventory is carried out, and this inventory may be conducted with the assistance of the teaching and non-teaching staffs.

Supplies are defined as items of an expendable nature, such as items which are consumed over a period of time; worn out through use within a period of two years; or lose their identity by being mixed, fabricated, or incorporated into different or more complex substances. They are purchased from the operating budget of the college.