Procedure for Emergency Purchases

Procedures to assure the acquisition and/or repair of equipment each program has blanket purchase orders

1. The instructor completes blanket purchase orders to approved vendors to use throughout the year.

2. Each purchase order is approved with a certain dollar amount that will allow for regular purchases and emergency purchases if needed.

3. If an additional item is needed there is monies budget for emergency purchase through permanent improvement or the program fund.

4. A purchase order will be generated and sent to the director for approval.

Replacement Procedures

1. Replacement of equipment will occur on an as needed basis or pursuant to full amortization of each piece of equipment.

2. Requests for replacement of equipment will be made to the director during the annual budget process.

3. Equipment replacement will be prioritized and approved based on need and annual allocations.

4. In the event of an emergency where equipment is needed requisitions may be walked through to the fiscal office for processing.

5. Upon receipt of the equipment item, the equipment inventory will be updated.

Disposal of Equipment Procedures

1. When it is determined that equipment is no longer functioning or is obsolete, the instructor completes and inventory removal form and let the custodial staff know that it needs removed.

2. Disposal of equipment is removed to the warehouse until an inventory meeting is held.

3. The technology manager and/or fiscal office maintain a record of the disposition of equipment.

4. All equipment being removed must be board approved if the item is over $500.00.

5. The Treasurer's office is responsible for ensuring that disposed of items are deleted from the equipment inventory.

Created 03/01/2017
Revised 03.07.2022
Revised 04.26.2023