Book	Policy Manual
Section	(H) PROPERTY
Title	Policy H109 - Equipment
Code	H109
Status	Active
Adopted	January 27, 1982
Last Revised	September 11, 2013
Last Reviewed	September 11, 2013

Policy Number: H109
Title: Equipment
Section: Property

I. Purpose

The Joint Committee recognizes the need to comprehensively plan and guide the acquisition, maintenance and disposal of EASTERN's equipment in a manner which provides for its availability, use and protection.

II. Definition

Equipment is any instrument, machine, apparatus, or set of articles which meets all of the following criteria:
It retains its original shape, appearance and character with use;
It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
It is not expendable; that is, if the item is damaged or some of its parts are lost or worn out, it is usually more feasible to repair the item than to replace it with an entirely new unit;
Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for more than one twelve month period.

III. Budget

The Joint Committee shall accept, modify or reject all requests for equipment as part of the budget-making process. The budget as adopted shall identify any new equipment to be acquired and the provisions for maintenance and/or replacement during the fiscal year.
Instructional Equipment
Annually, the Executive Advisory Committee shall advise the Joint Committee of the need for new equipment in EASTERN’s occupational programs.These recommendations shall affect the standard of the local industry and students as put forth by the Occupational Advisory Committee.
Non-Instructional Equipment
The Administration shall in its annual budget proposal advise the Joint Committee of any new non-instructional items required to improve and/or maintain the operation of EASTERN. All requests shall be accompanied by appropriate description of the use and need for such equipment.
Maintenance of Equipment
The Administration shall in its annual budget proposal include recommendations for adequate resources to maintain and/or replace EASTERN's equipment in a safe and efficient fashion.

IV. Acquisition

The Business Manager is responsible for the acquisition of new and replacement equipment. Approved equipment shall be available for use within the year budgeted.
All equipment shall be purchased in accordance with current law and policy.

Adopted: 01/27/82
Revised: 11/13/91
Revised: 06/12/02
Revised: 9/11/13