

CP 3.3.1 Equipment and Supplies Procurement

Related Board of Trustee Policy: BP 3.3

Responsible Official *VP of Finance and Administration*
Approvals *10/18/2022*
Revision

Procedure

Equipment Procurement:

After review by the Vice President for Finance and Administration, state purchasing regulations allow for the following procedures:

1. Purchases of \$1 - \$24,999 are considered small purchases and will follow the McDowell Tech equipment purchasing procedures.
2. Purchases of \$25,000 and higher will follow North Carolina Division of Purchase and Contract procedures.
3. Equipment will be selected, if possible, from State Contract vendors.
4. Requisitions made by instructors should be submitted for approval to their appropriate associate dean/dean of curriculum. Requisitions for all others should be submitted for approval to their appropriate vice president.
5. Title to donated equipment and to all equipment purchased by State funds, whether new or surplus, is part of the equipment inventory of the North Carolina Community College System and eligible for transfer to other institutions when it is not being used.
6. When equipment is not being used by an institution, permission may be obtained from the Vice President of Finance and Administration to declare such items excess, and disposal procedures may be initiated. In the transfer of equipment between institutions, the selling institution's inventory is reduced by the full purchase cost and added to the purchasing institution's inventory at a fair market value.

Supplies Procurement:

1. Supplies will be selected if possible from State Contract vendors.
2. Requisitions made by instructors should be submitted for approval to their appropriate associate dean/dean of curriculum. Requisitions for all others should be submitted for approval to their appropriate vice president.
3. The Purchasing Agent has the responsibility for filling requisitions for supplies.
4. Requisitions for supplies and materials for the current fiscal year should be placed with the Business Office by April 1, if at all possible.