

**SECTION:** Business Affairs/Purchasing

**SUBJECT:** Purchase of Equipment (Capital Additions)

- Purchase of Office and Classroom Equipment
- Purchase of Instructional Media Equipment
- Purchase of Computers and Multi-Media Equipment

**ISSUED BY:** Office of Business Affairs

**REPLACES:**

**APPROVED BY:** Vice President for Business Affairs and Treasurer

**EFFECTIVE DATE:** February 1998

### **Purchase of Equipment (Capital Additions)**

Refer to Purchase Approval Quick Reference page 300.7.26.

- Purchase of office and classroom equipment

Items of office and classroom equipment such as fans, desks, chairs, files, bookcases, typewriters, etc., are furnished through the Physical Plant. Requests from academic departments for such items should be submitted in writing to the Provost. All other request for office furnishings should be submitted in writing to the Vice President for Business Affairs and Treasurer. The Vice President for Business Affairs and Treasurer will fill the needs with new or used equipment. Such general classroom and office equipment is considered College property and is transferable as needs dictate.

Office furniture needed for new staff should be included in departmental budget requests. A standard "package" of office equipment for a faculty member includes a desk, desk chair, two side chairs, one or two bookcases, a 4-drawer file and a personal computer. If additional items of office and/or classroom equipment are required, they should also be included in the departmental budget request.

- Purchase of instructional media equipment

Projectors, screens, record players, tape recorders, sound equipment, television cameras, video tape recorders, films, filmstrips, audio tape recordings and video tape recordings are purchased by the Media Center of the Library. These items are signed out to departments for a nominal fee.

- Purchase of Computers and Multi-Media equipment

If the following equipment is to be purchased with departmental funds, an Information Services Request Form must be submitted to the Director of Information Services

- Computer hardware
- Multi-media classroom equipment
- Network equipment
- Telephone Equipment
- ID card related equipment
- Video equipment used in the classroom

- Computer Software in all departments
- Presentation equipment related to computer software or hardware.

If a department is requesting that equipment be purchased by institutional funds then an Information Services Request Form must be submitted to the Director of Information Services for review and authorization. The request form may be obtained from the Information Services Help Desk. A sample form may be found on the next page.

## Information Services Request Form

Information Services exists to partner with you to meet the needs of Asbury College. This form is designed to allow us to understand your request. Please fill out the information below and send it to Paul Southgate, Director of Information Services.

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

1) State your request? (software, hardware, training, etc.) Please be as specific as possible. List vendor names, addresses, phone numbers and estimated costs if known.

2) For what purposes will this be used and by whom?

3) Is this request essential to your work or a supplemental enhancement?

4) When would you like to have this request met?

Thank you for completing this form.