



## **INSTRUCTIONAL EQUIPMENT AND SUPPLIES PLAN**

Moore Career College is committed to providing necessary equipment and learning resources that are relevant, current, and in working order to assure a quality education to its students. All policies and procedures developed for the purchase of new supplies and equipment and in the maintenance, repair, and replacement of equipment are in alignment with the protocols established by MCC.

### **General Information**

Each instructor is responsible for assuring adequate supplies and properly working equipment are maintained in their program area. MCC also provides supplies and equipment in the budget. This line item in the budget is used for purchasing and storing general consumable instructional and office supplies that may be utilized by all staff as needed. These general supplies are stored in the administrative area.

### **Equipment Maintenance, Repair, and Replacement**

Most of MCC's equipment is serviced through the local vendors with whom the college has established a relationship. Specialized equipment repair and maintenance may need to be outsourced by the Institution depending on the nature of the equipment. The Director of the campus will know where each piece of equipment should be sent and will supervise all specialized maintenance.

Each Program instructor is charged with assuring the instructional equipment in their program area is properly maintained and repaired if necessary. All purchasing procedures must be followed in scheduling required maintenance and repairs.

Vendors, individuals or entities who are permitted access on school grounds by the Director when students are present, must agree to hold harmless the College for any claims made against the College related to the failure to comply with applicable laws.

### **Equipment Replacement**

Instructors, in consultation with the Director, determine when a piece of instructional equipment becomes obsolete and should be replaced. All purchasing procedures must be followed in requisitioning new or replacement equipment.

### **Equipment Disposal**

The Director is the only one to be able to determine if a piece of equipment is obsolete. Prior to disposal, any capital item must be removed from inventory by the Director. Once the obsolete item is removed from inventory, it is relinquished to the Director for disposal. Even non-capital items to be disposed are removed by the Director and proper disposal of the item is assured.

## **How to Surplus District Property**

The Director will determine how to handle equipment and supplies deemed to be surplus. This can be done by selling to outside vendors or to college personnel at fair market value. Records should indicate: (1) the item sold, (2) its value, and (3) to whom it was sold.

## **Purchasing Instructional Equipment and Supplies**

### **MCC Internal Accounts Purchasing Policies and Procedures**

Instructors must requisition all purchases for program-specific instructional supplies in writing to the Director. Program instructors may submit requests via the registrar to the director for all necessary purchases including any expenditures for equipment requiring maintenance, repair, or replacement. The Director must designate the appropriate internal account number/name for fund allocation for each request. Approved expenditures are then handled by the Director for ordering or purchasing. Expenditures from any department budget shall not exceed the amount of funds available.

In the event expenditures are to exceed funds specifically allocated to the line item, then the Director must get approval from Mr. Thompson.

No purchase, including work orders, shall be made without written signed approval in advance from the MCC Director. All requests for approval for purchases and/or services must include the following information:

- Name of payment recipient
- Date of request
- Description of purchase: items and or services
- Dollar amount requested to spend
- Department/account to be charged
- Signature of requestor

### **Receipt of Merchandise/Services**

All purchases delivered or services rendered should have a bill or packaging list; services must have a work order with the services performed list on it and must be given to the Director.

### **Disbursements**

In order to process payment for purchase, the following forms must be present and are the responsibility of the requestor to ensure payment is made timely. If these forms are not present or completed correctly, the requestor will be notified to make necessary corrections.

- A preauthorization in the form of a purchase order.
- A receiving report with signature verifying receipt of merchandise.
- An original itemized invoice with vendor name, date of purchase, items purchased, quantity, and the amount of each item. A vendor statement is not acceptable.\

### **Internal Account Purchases of Fixed Assets**

Items that are purchased at a cost of \$1,000.00 or more, per individual item, require approval from Mr. Thompson. This would include audio-visual equipment, furniture, fixtures and computer equipment and software.

### **Emergency Purchases**

Emergency purchases are when the Director determines in writing that an immediate danger to the health, safety, or welfare of students, staff or projects, or other potential loss to the College requires emergency action. After the Director makes such a written determination, the Director may proceed with the procurement of commodities or contractual services necessitated by the immediate danger.