



**CVM
Policies and
Procedures
Handbook**

Subject: *Equipment Approval Procedure*

Section: *Business Office*

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To Be Reviewed Yearly by: *Committee on Policies &
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Equipment Approval Procedure

College of Veterinary Medicine

An equipment approval form must be completed for each equipment item costing \$1000- or more purchased by the College of Veterinary Medicine.

The approval form is issued by the Building Services Manager to the person directly involved with the piece of equipment.

After proper examination of the equipment, the approval form is completed and forwarded to the Building Services Manager.

The Building Services Manager completes the inventory process and forwards the approval form to the Business Office.

The approval form represents authorization for payment of the purchase order by the Business Office.

APPROVED: _____

Kent H. Hoblet

10/4/12

Kent H. Hoblet, Dean

Date