



## **PURCHASING AND STORING INSTRUCTIONAL SUPPLIES PROCEDURE**

ACADEMIC SUPPORT | 400.412A

### **Last Reviewed**

1/10/2024

### **Executive Staff Approval**

2/5/2024

---

### **1. Procedure Statement**

Instructional supplies are purchased with funds provided by student fees and state appropriations, as allowed by the Utah State System of Higher Education (USHE) and approved by the Mountainland Technical College (MTECH) Board of Trustees. These supplies are used by students as they practice and pass off competencies in their program. Program supplies are ordered following MTECH's Procurement Policy 500.580.

---

### **2. Procedure**

MTECH recognizes the importance of supporting all instructional programs offered by the institution, through purchasing, storing, and having available adequate instructional supplies for each program.

#### **2.1 Purchasing and Storage of Instructional Supplies**

MTECH assures that the faculty, staff, and students have the necessary instructional supplies for their programs. Instructional supplies may be ordered by following the purchasing process. Program Coordinators/Leads purchase their own program supplies. All instructional personnel must follow the Purchasing Thresholds and Limits Policy 500.581. This policy is based on the cost of the equipment and/or supplies ordered.

Storage space for instructional supplies is provided in each area and workroom for the convenience of program instructors and students. Instructors are responsible for the security of their instructional supplies and equipment.

## 2.2 Funding for Instructional Supplies

Program specific instructional supplies that are necessary for the student's program outcomes will be funded primarily by student course fees. Student course fees will be reviewed and adjusted at least annually by the program Associate Vice President, Vice President of Instruction and the Student Fees Committee and must be approved by the Board of Trustees.

## 2.3 First Aid Supplies

First Aid Supplies are available in every lab and are checked and restocked on a regular basis. First Responders on each campus also have special first aid bags that are updated and maintained by the Emergency Operations Preparedness Committee.

## 2.4 Safety Standards for Instructional Supplies

Safety is of great concern to MTECH. Purchase of all instructional supplies must meet the school's safety standard and national standards (such as NSF for Food Service Equipment). If the safety of any supply or tool is in question, the item is taken out of service, evaluated with recommendations, and repaired before use for instructional purposes. In addition, the school undergoes an extensive comprehensive safety inspection each year.

---

### 3. Revision History

Last Reviewed	Executive Staff Approval	Board Approval
9/19/2015	9/21/2015	10/08/2015
11/8/2016		
7/13/2017	7/17/2017	8/11/2017
5/1/2018	5/14/2018	5/16/2018
5/13/2019	6/10/2019	8/9/2019
4/19/2020	5/4/2020	8/6/2020
11/19/2021	11/29/2021	12/2/2021
11/16/2022	11/21/2022	12/1/2022
5/8/2023	5/15/2023	
1/10/2024	2/5/2024	