



INSTRUCTIONAL EQUIPMENT INVENTORY PROCEDURE

ACADEMIC SUPPORT | 400.413A

Last Evaluation

1/4/2024

Executive Staff Approval

1/29/2024

1. Procedure Statement

Mountainland Technical College (MTECH) purchases needed instructional and capital equipment as needs dictate and inventories it when it reaches designated cost thresholds.

2. Procedure

- 2.1 MTECH has a system for the inventory of instructional equipment. Any stand-alone or capital equipment purchase with a unit cost exceeding \$1000.00 is recorded in an inventory database.
- 2.2 Stand-alone equipment functions independently from other equipment and is not permanently attached to or integrated into a building or structure. Equipment secured in place for stability may be considered stand-alone equipment and will be categorized by the College Services Department as regular or capital equipment. Stand-alone equipment does not include office furniture or building improvements.
- 2.3 Capital equipment is equipment that costs more than \$5,000 and has a useful life of more than one year. Capital equipment designation is determined by the Finance Department.

3. Instructional Equipment Inventory Relevance

- 3.1 Instructors evaluate equipment in conjunction with their Advisory Committee to determine whether it is relevant and current, when compared to the needs of the industry. When needs are determined, and budgeted funds are available, instructors may make equipment purchases

of \$1,000, or less, using an MTECH Purchasing Card. Purchases over \$1,000 require the instructor to work through their Program Director and obtain approval from the Associate Vice President to make the purchase, following procurement procedures. Large equipment purchases are prioritized in annual budget request meetings, are based on funding, and on the needs of the total College. All disposition of instructional equipment is coordinated with the College Services Department.

4. Evaluation History

Last Evaluation	Executive Staff Approval	Employee Evaluation
9/17/2015	9/21/2015	10/8/2015
11/8/2016		
7/12/2017		
5/9/2018	5/14/2018	5/16/2018
4/30/2019 no changes	5/13/2019	8/9/2019
5/8/2020	5/11/2020	8/6/2020
11/19/2021	11/29/2021	12/2/2021
11/16/2022	11/21/2022	12/1/2022
1/17/2023	7/17/2023	
1/3/2024	1/29/2024	