



PURCHASING AND STORING INSTRUCTIONAL EQUIPMENT AND SUPPLIES PROCEDURE

ACADEMIC SUPPORT | 400.412

Last Evaluation

01/16/2025

Executive Staff Review

11/03/2025

1. Procedure Purpose

Instructional supplies and equipment are purchased with funds provided by student fees, state appropriations, and sponsoring organizations to support instruction and student competency. Funding for equipment purchases is approved by the Mountainland Technical College (MTECH) Board of Trustees.

This procedure satisfies the requirements for institutional procedures regarding the purchasing and storing of instructional equipment and supplies set forth by the Council on Occupational Education (COE) Standard 5. Criteria B.1-2, 4-5.

2. Definitions

Board of Trustees - An institutional advisory committee composed of prominent professionals from the Mountainland Region (Utah, Wasatch, and Summit counties) that represent education, business, and industry.

Council on Occupational Education (COE) - Mountainland Technical College's (MTECH's) accrediting body.

3. References

Council on Occupational Education Handbook of Accreditation (2025 Edition),
Standard 5.B

MTECH 500.580 Procurement Policy

MTECH 500.581 Purchasing Thresholds and Limits Policy

MTECH 500.582 Emergency Equipment and Supplies Purchases Procedure

MTECH 500.585 Asset Management and Disposition Policy and Procedure

4. Procedure

MTECH recognizes the importance of supporting all instructional programs offered by the institution, through purchasing, storing, and ensuring that adequate and up-to-date instructional equipment and supplies are available for each program.

4.1 Purchase of Instructional Equipment and Supplies

Instructional equipment and supplies may be purchased according to MTECH 500.580 Procurement Policy and MTECH 500.581 Purchasing Thresholds and Limits Policy. Program Coordinators/Leads purchase programmatic supplies.

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 (AVP) 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.

4.2 Storing Instructional Equipment and Supplies

Storage space for instructional equipment and 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, equipment, and documentation.

4.3 Funding for Instructional Supplies

Program specific instructional equipment and supplies necessary for program outcomes are funded primarily by student course fees. Student course fees are reviewed and adjusted at least annually by the program

Associate Vice President (AVP), Vice President (VP) of Instruction and the Student Fees Committee, and must be approved by the Board of Trustees.

4.4 Safety Standards for Instructional Equipment and Supplies

All instructional equipment and supplies must meet college and national safety standards. An extensive and comprehensive safety inspection occurs annually according to the MTECH Safety Equipment Inspection Plan. If the safety of any equipment or supplies is in question, the item is removed from service, evaluated with recommendations, and repaired before continued use or replaced.

4.5 Disposal

Equipment considered obsolete or otherwise requested for disposal by the department must follow the MTECH 500.585 Asset Management and Disposition Policy and Procedure.

5. Evaluation History

Last Evaluation	Executive Staff Review	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	
01/16/25	11/03/2025	N/A