



College of Veterinary Medicine Policies and Procedures

COLLEGE OF
VETERINARY MEDICINE

Subject:

Equipment Approval Procedure

Section: Business Office

Number: *CVM 55.3.03*

Pages: *1*

Date: *2021*

Replaces Policy Dated: 1995; 2012

Cross Reference:

Equipment Approval Procedure

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 Dean's Office Business 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 Purchasing Office.

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

APPROVED: *Kent H. Hoblet* *9/16/2021*
Kent H. Hoblet, Dean Date