

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

The purchase of capital equipment and furnishings is conducted in the same manner as purchases for goods and services in respect to statutory considerations and the college's procedures. The difference lies in the approval process whereby additional cost center managers are added to ensure proper planning.

The acquisition of capital equipment and furnishing is subject to the New Jersey County College Contracts Law, the Business and Finance Division's Procedures and resolutions passed by the Board of Trustees.

Authority

New Jersey County College Contracts Law, 18A:64A-25.1 et seq.
Board of Trustees
Vice President for Business and Finance

Responsibility

Manager of Purchasing
Purchasing Specialist
Buyer(s)

Procedure

1. The initiating department must complete an on-line purchase requisition using the REQM process found in Ellucian's purchasing module (PU). The appropriate object account code must be entered; e.g., 9500 series for Minor Capital (see 09.09 Purchasing of Goods and Services).
2. When appropriate the approvals shall include, but are not limited to, the executive cost center managers; i.e., President, Executive Director of College Advancement and Planning, Vice President of Academic Affairs, Vice President for Business and Finance and Vice President of Student Development & Enrollment Management and Executive Director of Information Systems. The next level of approval authority must include the divisional Deans.

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3. Additional approvals must be added when the purchase necessitates review by either the Director of Public Safety, Director of Plant and Maintenance, Director of Budget and Compliance or the Director of Institutional Grants and or Executive Director of Information Systems.
 - a. The college's electrical distribution system must be considered when a capital acquisition creates the need for additional capacity. Prior to a department entering a requisition, the Director of Plant and Maintenance and his/her staff will be responsible for determining what additional work will be required and the approximate cost. This information will be put in writing and forwarded electronically to the initiating department with a copy sent to the Purchasing Department. The additional costs will be borne by the initiating department and/or Plant and Maintenance. If any work order requests are submitted to Plant and Maintenance after a purchase order has been placed for capital equipment, Purchasing must review the work order to ensure that work being performed is not part of the original scope of work as specified in the bid specifications.
 - b. NOTE: If a purchase being made has been identified on the CCM Technology Plan, the approvals of the Executive Director of Information Systems and the Chairperson of the Technology Plan Committee shall also be added.
4. The rationale/justification must be entered in the Printed Comments section (field 23) or the Comments section (field 24) of Ellucian Colleague. The statement must include whether the item is new or a replacement, the benefit to the department and where it will be located.
5. The completed requisition will be reviewed by Purchasing and a determination made as to what procedure will be employed to purchase the goods (see 09.03 Purchasing Price Quotes Requirement, 09.04 Advertised Bidding Procedure).
6. If the purchase is made as a result of publicly advertised bids, the recommendation to award will be submitted to the Board of Trustees for approval prior to issuing a purchase order (see also 03.02 Fixed Assets-Overview, 03.02 Tagging of Purchased and Donated Property).