

## **REQUESTS TO PURCHASE EQUIPMENT**

Effective: January 12, 1981 06-04

Most Recent Revision: April 21, 1987

Objective: To establish procedures for purchasing equipment items

Reference: Office of the County Administrator; New York State Department of Audit and Control; General Municipal Law, Section 103

Definition: An equipment item is a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which meets all of the following conditions:

1. It retains its original shape and appearance in use.
2. It is non-expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
3. It represents an investment of money which makes if feasible and advisable to capitalize the item.
4. It does not lose its identity through incorporation into a different or more complex unit or substance.

Policy of the Board of Representatives:

1. Equipment must be in the approved department budget and its purchase authorized by the Division of Purchasing before a department may purchase the items. The procedure as outlined in Policy 06-01 must be followed.