

**DEPARTMENT OF REGENERATIVE MEDICINE & CELL BIOLOGY
MAJOR EQUIPMENT PURCHASE/INVENTORY/SURPLUS
POLICIES & PROCEDURES**

- **PURCHASE OF MAJOR EQUIPMENT**

GENERAL GUIDELINE:

All major equipment purchase (\$5K and above) should be approved by the Business Manager and/or Administrative Coordinator for processing.

PROCEDURES:

Provide the following information and use the *Equipment Request Checklist* in submitting a request to purchase major equipment. Submit to the business office or email to: fabunane@musc.edu

1. Obtain formal quote from vendor.
2. Provide justification letter. Describe function and importance of the equipment.
3. If sole source, provide a sole source justification letter.
4. If grant funded and requested in an approved proposal, provide a Grant Certification Form (see attached form).
5. If not sole sourced or grant certified, provide 3 written quotes from 3 different vendors.
6. Upon receipt of equipment, please notify the Business Manager/Admin. Coordinator and provide the signed packing slip for tagging purposes.

Attachment:
Equipment Request Checklist

- **SURPLUSING EQUIPMENT**

GENERAL GUIDELINES:

Equipment purchased through the University is the property of the state, federal government, or private grantor agency. As such, it cannot be sold, sent to surplus, or transferred from MUSC without the written approval of the appropriate federal sponsoring agency and/or the University, and State Surplus Property Officer.

All equipment sent to surplus must be emptied of all contents and be unlocked. If it is not unlocked or emptied, it cannot be accepted by the Surplus Operations Department.

PROCEDURES:

1. Submit a *Property and Equipment Activity Form* to the business office or email to: fabunane@musc.edu
2. If necessary, obtain Risk Management's approval for hazardous waste, chemicals, etc. before removal of equipment
3. Surplusing equipment will be scheduled monthly. Pls. contact the front office for schedule and please plan accordingly.

- **TRANSFERRING EQUIPMENT** (within department; within MUSC; other location)

GENERAL GUIDELINES:

Equipment movement must be recorded on the University's asset management system when there is a change in equipment location and/or change in custody.

PROCEDURES:

1. Submit a *Property and Equipment Activity Form* to the business office or email to: fabunane@musc.edu
2. If necessary, obtain Risk Management's approval for hazardous waste, chemicals, etc. before removal of equipment

Important note:

When transferring equipment from one location to another (other than surplus), it is the PI's or custodian's responsibility to arrange and pay for movers if needed.

**Attachment:
Equipment Activity Form**

Information needed for Equipment Activity Form:

1. Asset number of equipment
2. Complete description of equipment
3. Model and serial number
4. Manufacturer of equipment
5. Building and room number of equipment (old and new location)
6. If moving outside MUSC (other than surplus), provide complete address of new location
7. Current condition of equipment
8. Name of custodian/P.I. (old and new)

Updated:
Evelyn Fabunan
Administrative Coordinator II
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