EQUIPMENT POLICY

1. What is equipment?

Equipment is all technological hardware and devices including furniture.

2. What are the different types of equipment?

<table>
<thead>
<tr>
<th>Amplifiers</th>
<th>Chairs</th>
<th>Guitars</th>
<th>Laptop</th>
<th>Printers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cameras</td>
<td>Computer monitors</td>
<td>Hard drives</td>
<td>MacBook</td>
<td>Tables</td>
</tr>
<tr>
<td>Camera lens</td>
<td>CPUs</td>
<td>iPad</td>
<td>Microphones</td>
<td></td>
</tr>
</tbody>
</table>

3. What is the process for purchasing equipment?

All documentation listed below must be submitted in PDF format to saaboforms@jjay.cuny.edu by a CSIL coordinator or department designee thirty (30) business days prior to the date equipment items are needed. The Student Activities Association, Inc. Business Office places all equipment orders.

- **Check Request Form**
  One check request form per vendor.

- **Purchase Request Form**
  One purchase request form per vendor.

- **Oral Bid Form**
  This form is required when a purchase from a vendor is over $250.00.

- **Quotes**
  Supporting documentation for cost must come directly from company website.

Once the equipment has been purchased the CSIL coordinator or department designee will receive an order confirmation email detailing the purchase order number, purchase amount, and tracking information if available.

4. What happens once the equipment arrives in the Student Activities Association, Inc. Business Office?

Purchased equipment items must be tagged and cataloged into the Student Activities Association, Inc. property management system.

An email is sent to the CSIL coordinator or department designee informing them their equipment is ready for pick up. In addition, the CSIL coordinator or department designee will need to fill out an SAA Equipment Agreement form when they arrive in the Student Activities Association, Inc. Business Office to sign out equipment.

5. Do equipment items need to be returned to Student Activities Association, Inc. Business Office?

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Portable equipment such as a camera, camera lens, iPad, MacBook, laptop and hard drives must be returned to the Student Activities Association, Inc. Business Office.

Student organizations must return equipment a week prior to the end of the fall and spring semester. The individuals that signed out the equipment are required to return the equipment.

Departments will be audited every 3 months and will be required to return the equipment at the last week of May.