

EQUIPMENT POLICY

1. What is equipment?

Equipment is all technological hardware and devices including furniture.

2. What are the different types of equipment?

<i>Amplifiers</i>	<i>Printers</i>	<i>Guitars</i>	<i>Laptop</i>	<i>Clocks</i>	<i>File Cabinets</i>
<i>Cameras</i>	<i>Computer monitors</i>	<i>Hard drives</i>	<i>MacBook</i>	<i>Tables</i>	<i>Book Shelves</i>
<i>Camera lens</i>	<i>CPUs</i>	<i>iPad</i>	<i>Microphones</i>	<i>Chairs</i>	<i>Floor Rugs</i>

3. What is the process for purchasing equipment?

*Requisitions must be created in CUNYBuy for an equipment purchase **thirty (30) business days** prior to the date equipment items are needed. For more information regarding creating a requisition and the procurement process please review our purchasing policy. Documents listed in Equipment Checklist must be attached as part of the requisition in CUNYBuy.*

*All documentation listed in the equipment checklist 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.*

EQUIPMENT CHECKLIST

Check Request Form

One check request form per vendor

Memorandum

Detailed explanation on purpose of equipment.

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 is purchased and delivered?

Once items have arrived, the requestor may need to submit an inspection receipt in the CUNYBuy system. 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 when their equipment will be available for use. 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 Business Office to sign out equipment.

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

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

Student organizations must return equipment a week prior to the end of the fall and spring semesters. *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.

6. What is the process for reporting missing, damaged, destroyed, or stolen equipment items?

If equipment has been stolen, lost, destroyed, or damaged, the Equipment Report form must be completed and sent in pdf format to saaboforms@jjay.cuny.edu within 48 hours of incident. As per equipment agreement form terms, the responsible parties may be held liable for all cost associated with stolen, lost, destroyed, or damaged equipment.

Stolen Equipment

If equipment has been stolen, the Department of Public Safety and Student Activities Association Business Office should be notified immediately. The department designee must provide the Student Activities Association Business Office with a completed Equipment Report form in pdf format to saaboforms@jjay.cuny.edu within 48 hours along with a copy of the incident report from Public Safety. A follow up appointment will be scheduled to discuss further action.

Missing Equipment

Equipment that is missing must be reported to the Department of Public Safety and the Student Activities Association Business Office immediately. The department designee must provide the Student Activities Association Business Office with a completed Equipment Report form in pdf format to saaboforms@jjay.cuny.edu within 48 hours along with a copy of the incident report from Public Safety. A follow up appointment will be scheduled to discuss further action.

Damaged/Destroyed Equipment

Equipment that is damaged or destroyed must be reported to the Student Activities Association Business Office within 48 hours. The department designee must provide the Student Activities Association Business Office with a completed Equipment Report form in pdf format and digital photos of the damaged/destroyed equipment to saaboforms@jjay.cuny.edu. A follow up appointment will be scheduled to remove the damaged or destroyed equipment.

7. Can student organizations and departments giveaway equipment items?

Student organizations and departments can't giveaway equipment without the express written consent of the Student Activities Association Business Office. Any equipment items purchased with Student Activity fee money is the property of the John Jay College Student Activities Association, Inc.