

## 4.10 Equipment Purchases

**Last Revised:** March 2024

**Policy:** Piedmont Community College (PCC) utilizes the North Carolina Community Colleges Procurement & Auxiliary Service Procedures Manual to govern the purchase of all equipment.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to outline the procedure for the purchase of equipment at PCC.

#### **Definitions**

N/A

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO and the Vice President, Information Technology/CIO have monitoring authority for this policy.

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### **Procedure:**

Section 1: General Provisions

1.1. The procedures governing the acquisition, inventory management, transfer, and disposal of college equipment are set forth in the North Carolina Community Colleges Procurement & Auxiliary Service Procedures Manual.

1.1.1. Procurement of technology and software, excluding consumables, must be made through the Information Technology division.

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**Legal Citation:** [NCCCS Procurement & Auxiliary Service Procedures Manual](#)

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**History:** Effective January 1988; Reviewed March 2011, July 2021, March 2024