



Applies To: **CRTC**  
 Functional Area: **Administration**  
 Component (If Limited To): **N/A**  
 Department (If Limited To): **N/A**

<b>Title: CRTC Capital Equipment Purchasing</b>	<b>Procedure</b>
<b>Patient Age Group:</b> N/A	

**DESCRIPTION/OVERVIEW**

This procedure provides direction for purchasing capital equipment.

**REFERENCES**

- UNM Business Policies and Procedures, 7710

**AREAS OF REONSIBILITY**

1. Managers are responsible for researching, selecting and submitting items for the capital budget.
2. The Chief Financial Officer (CFO) is responsible for:
  - a) capital equipment budget approval,
  - b) ensuring funds are available for the purchase,
  - c) ensuring that the correct accounts are used,
  - d) ensuring that the purchase adheres to University guidelines regarding capitalization, and
  - e) ensuring that the assets are tagged and tracked when received.
3. The Chief Administrative Officer (CAO) is responsible for ensuring that the capital requests are congruent with the CRTC Strategic Plan. Additionally, the CAO is responsible for final approval of purchases.

**PROCEDURE**

1. Each fiscal year, managers identify capital equipment needs and funds are identified to be used for the purchase of this equipment in the capital equipment budget.
2. All capital purchase requests must be in compliance with the approved capital budget, unless special administrative approval is granted. In these instances, substitutions may be approved within the departmental budget or the purchase may be denied.
3. If absolutely necessary, consideration will be given to purchasing the requested item from other funds, including endowments.
4. All items not originally budgeted must be approved by the CAO before the purchase will be processed.
5. Final approval of all capital requests is subject to the availability of funds.
6. No capital items budgeted in one fiscal year will be carried forward to the next fiscal year unless requested by the manager and approved as part of the next capital budget.
7. The CAO and CFO must sign all capital equipment procurements for his/her areas of responsibility.
8. All New Mexico Procurement Code guidelines apply.

Title: CRTC Capital Equipment Purchasing  
 Owner: Chief Financial Officer  
 Effective Date: 2/28/05

9. A master inventory list will be maintained in CRTC Fiscal.

**DEFINITIONS**

Capital Equipment – equipment valued in excess of \$1,000 with a useful life of one year or more.

**SUMMARY OF CHANGES**

Changed from a guideline to a procedure.

**KEY WORDS**

Capital, equipment, CRTC

**RESOURCES/TRAINING**

Resource/Office	Position/Title	Dept. Phone	Internet/Link
Chief Financial Officer		2-5640	amasciotra@salud.unm.edu

**DOCUMENT APPROVAL & TRACKING**

Item	Contact	Date	Approval
<b>Owner</b>	Anthony Masciotra, CFO		
<b>Consultant(s)</b>			
<b>Committee(s)</b>	CRTC PPG Committee, Management Group		Y
<b>Nursing Director</b>	Terry Amerine, Clinical Operations Director		Y
<b>Medical Director</b>	Ian Rabinowitz, MD		N/A
<b>Human Resources</b>			N/A
<b>Compliance</b>	Stanton Royce, Manager Clinical Therapy Programs		Y
<b>Legal</b>			N/A
<b>Official Approver</b>	Russell Dilts, CAO		Y
<b>Official Signature</b>		2/28/05	
<b>Effective Date</b>		2/28/05	
<b>Origination Date</b>		[Month/Year]	
<b>Issue Date</b>	Clinical Operations P&P Coordinator	[Day/Mo/Year]	

**ATTACHMENTS**

None