

AOP-8-1-07-07

PROCEDURES FOR BUDGETING, PURCHASING AND INSTALLING GENERAL PURPOSE INSTRUCTIONAL SUPPORT EQUIPMENT

DEFINITION: **General Purpose Instructional Support Equipment** is defined as any equipment or technology that is used by multiple users and not covered under another budget (i.e., common areas, general purpose labs, general classrooms, etc.).

The responsibility and authority for general purpose instructional support equipment shall be assigned to the Campus Vice-Chancellors for Dothan, Montgomery, Phenix City Campuses and to the EVC/Provost's designee for the Troy Campus. These individuals are responsible for assessing needs and identifying requirements, budgeting, purchasing, installing and maintaining state-of-the-art technology and other equipment in support of students, faculty and staff in general purpose areas at the respective campuses/locations. Prior to each budget cycle, these individuals will establish an ad hoc committee at their respective locations consisting of representatives from each college, information technology department and others as determined appropriate to establish technology and other equipment needs prior to each budget cycle.

After the budget has been approved, the Vice Chancellors and EVC/Provost's designee will notify appropriate IT staff supervisors to initiate the purchase and installation of the new technology requirements. IT departments will determine in consultation with the Vice Chancellors/Provost whether the actions will be accomplished by IT staff or out-sourced to an external contractor. Other equipment will be purchased by the appropriate department receiving the funds.

APPROVED BY ACADEMIC STEERING COMMITTEE, AUGUST 1, 2007

OPR: MR. RAY WHITE