

CVM Capital Equipment Recording Policy & Protocol	
Date approved by TUCVM Dean	
Date for Next review	September 1, 2021
Compliance Lead	Director of Veterinary Operations, TUCVM
Agreed Policy file name	CVM Capital Equipment Recording Policy
Agreed Policy Location	One Drive/Filemaker

CVM Capital Equipment Recording Protocol

1. Introduction:

- 1.1 The capital equipment recording policy and protocol applies to the purchase of all capital equipment for use in instruction, maintenance and facilities support throughout the CVM.
- 1.2 This policy is designed to ensure that the purchase and location of equipment is documented and recorded for submission to the University accounting department as is required annually to support University inventory controls and initiatives by recording, documentation and confirmation of receipt of assets purchased during the respective fiscal year.
- 1.3 The Capital Equipment Recording Policy and Protocol may be amended, withdrawn, suspended or departed from at the discretion of the CVM.

2. Procedure for Documenting and Recording (Capital Equipment)

- 2.1 Upon submission of a requisition to the CVM Deans Business Office for the purchase of capital equipment, the requesting staff must submit along with the Requisition a copy of the Veterinary Operations **Capital Equipment Purchase Log form**.
- 2.2 The capital equipment purchase log form must be maintained along with a copy of the Requisition in the Dean's office and reissued to the requesting faculty/staff (end user) for completion at the time product is received to include all information not available prior to receipt of the product.
- 2.3 Once fully completed, a copy of the form is to be logged and forwarded to the Database manager for data compilation and future reference.