

ACADEMIC EQUIPMENT REPLACEMENT GUIDELINES

Academic Equipment Replacement Funds can be used only to purchase items that meet the following guidelines:

1. Academic Equipment Replacement Funds may be expended for the purchase, lease-purchase, upgrading, or major repair of equipment for teaching departments or for equipment assigned to Educational Communications Centers which is used in direct support of instruction. Repair or upgrading of instructional equipment must serve to extend the useful life of the equipment. Service contracts, routine maintenance and minor repairs cannot be paid for out of these funds.
2. Effective November 1, 1996, State-owned equipment thresholds on the property control system increased from \$500 to \$1,500. This means that equipment purchased for less than \$1,500, with the following exceptions, will not be inventoried. Over time, this could result in a reduction to our allocation. Exceptions to the \$1,500 threshold are: hospital equipment (\$300), personal computers (\$500+), other special classes such as artwork, antiques, etc., and lot purchases of \$1,500 or more.
3. Equipment purchased must meet the requirements of Group III moveable equipment as follows:
 - a) The equipment must be non-consumable and moveable.
 - b) Acquisition cost must be \$1,500 or more. In the case of audio-visual and office machinery or equipment, the acquisition cost minimum is \$250.
 - c) The equipment must have a useful life of at least two years.
4. Carpeting, audio and video cassettes, chalkboards, chemicals, hand tools, books, developer for copiers, floppy disks, flash drives, CD's, DVD's, and testing materials may not be purchased with AER funds.
5. Computer software may only be purchased as part of an initial acquisition of computer hardware if it is an integral part of the system or is available only from the hardware manufacturer.
6. Office-type equipment (desks, chairs, filing cabinets, copiers, typewriters, computers, etc.) normally used for administrative support is ineligible for AER funding.
7. Installation costs: The associated costs of installation of purchased equipment is applicable to AER funding only when the installation is part of the single order and price through the vendor supplying the equipment and is done on or about the time of delivery.
8. Costs of construction or alteration to the facility are not an appropriate use of AER funds.
9. SUNY policy does not permit the expenditure of Academic Equipment Replacement funds for the Library.

Whenever possible, please include a specification sheet or catalog copy with your purchase requisition. All items should be ordered as soon as possible with delivery by April 23, 2010. This will allow enough time to reorder or rebid if necessary.