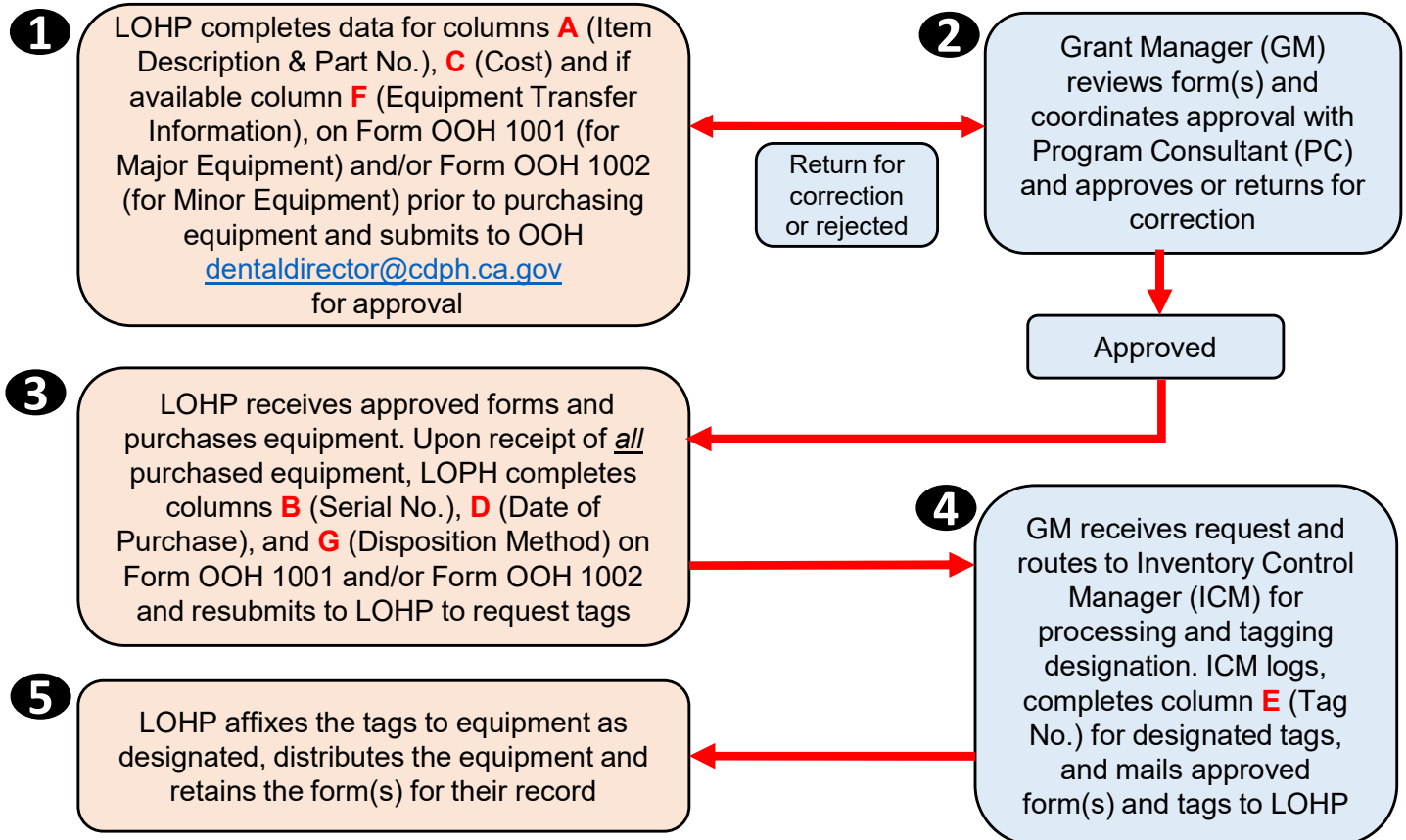


# Equipment Purchase Process



Follow equipment purchase process below after budget is approved; before equipment purchase or as requested.

OOH  
LOHP



## NOTES:

- a** Each item for purchase must be listed separately to include serial number.
- b** LOHP must submit revised Form OOH 1001 and/or OOH 1002 to OOH notifying OOH on any equipment information update and/or changes (e.g. location due to transfer, end of term, etc.).

**This chart applies to both purchase of Major Equipment equal to or greater than \$5,000.00 and to Minor Equipment which is equal to or less than \$4,999.00.**