

**From:** [Dental Director \(CDPH CDIC\)](#)  
**Subject:** Equipment Request Process  
**Date:** Thursday, November 18, 2021 8:38:14 AM  
**Attachments:** [Purchase -Tagging Guideline Flowchart.pdf](#)  
[Major Equipment Inventory Form OOH 1001.pdf](#)  
[Minor Equipment Inventory Form OOH 1002.pdf](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Greetings LOHPs,

To manage and track equipment purchases, OOH has created new forms which are required to be submitted in advance for approval. Form OOH 1001 must be submitted for all major equipment requests over \$5,000 per unit and Form OOH 1002 for minor equipment, under \$5,000 per unit. For equipment over \$5,000, tags will be issued and must be affixed. Equipment under \$5,000 will be tracked but no tags issued.

All equipment must be approved in advance of purchase and must be itemized on an approved budget. Once approval is received and equipment is purchased, LOHP will resubmit the form to request tags for equipment over \$5,000 and notify OOH where the equipment will be located with a description of the disposition. In the attachments you will find a flowchart of the process.

The attached forms are located on the COHTAC website at:

- [Major Equipment over \\$5,000](#)
- [Minor Equipment under \\$5,000](#)
- [Purchase - Tagging Flowchart](#)

Please email completed forms or questions to [dentaldirector@cdph.ca.gov](mailto:dentaldirector@cdph.ca.gov).

Thank you,

**California Department of Public Health**  
**Office of Oral Health**

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