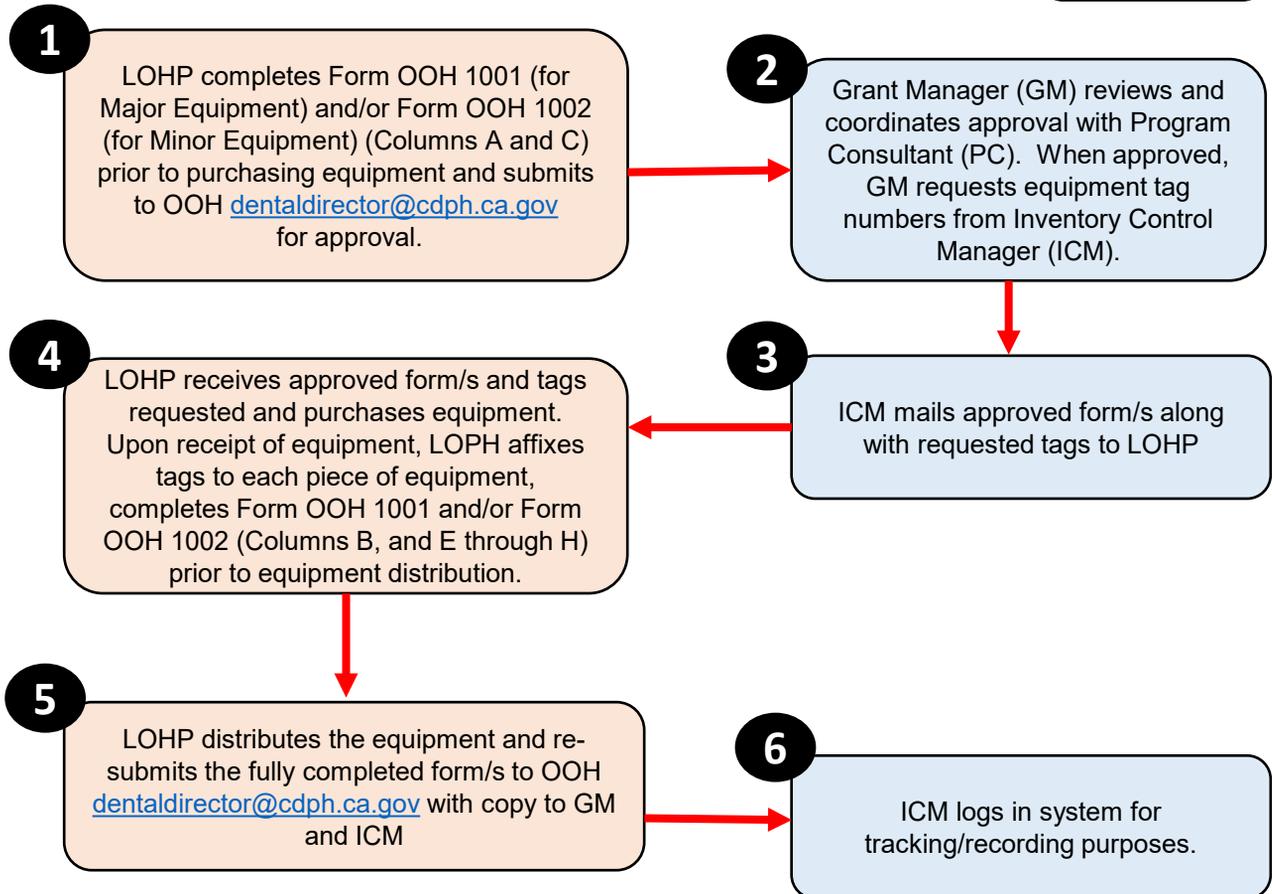


Equipment Process



Follow process after budget is approved and before equipment is purchased.

OOH
LOHP



NOTES:

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

This chart applies to both purchase of Major Equipment equal to or >\$5,000.00 and to Minor Equipment which is < \$5,000.00.