

PROCESS FOR OBTAINING NEW EQUIPMENT

Phase 1: Budgeting

Notify Departmental Admin/Finance during Jan/Feb budget process of capital purchases (defined as cost of over \$5,000 and one year useful life)

Phase 2: Sourcing

Contact Procurement to discuss potential providers, required specifications, timelines, ongoing maintenance and support, and sourcing strategy. Review [these](#) questions first.

Phase 3: Buy or Lease

Will you buy or lease the equipment? Consider these factors.

Buy (Fixed Assets Process)

For SOM Purchases over \$10,000 Only – Submit [Capital Purchase Notification form](#) for Approval

Once approved, create a [CAPP shopping cart](#)
See also:
http://ssc.jhmi.edu/fixedassets/capital_sc.html

Fixed Assets will review, approve, Supply Chain will review, approve, and create a Purchase Order

Submit JHU [Transfer Disposal Form C824](#) for any equipment being traded-in or disposed as part of the transaction

Lease (Supply Chain Process)

For SOM Leases over \$10,000 Only – Submit [Capital Purchase Notification form](#) for Approval

Once approved, create a LEAS shopping cart

Fixed Assets will review LEAS shopping cart. For purchases greater than \$1 million only, Fixed Assets will assign an asset number. All other leases will be routed to Purchasing without an asset number.

Supply Chain will review, approve, and create a Purchase Order

Specific inquiries should be directed to the appropriate Shared Service Center

Fixed Assets Shared Services

<http://ssc.jhmi.edu/fixedassets/index.html>

Supply Chain Shared Services

<http://ssc.jhu.edu/supplychain/index.html>