EQUIPMENT ACQUISITION AND DISPOSAL POLICY

SLT 6.5

Date of Last Update:
July 10, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Business and Finance

POLICY STATEMENT

GVSU Procurement Services (331-2280) is responsible for the acquisition and disposal of University-owned equipment, as outlined below.

PROCEDURES

1. ACQUISITIONS

A. New Equipment with a Value Greater Than $ 5,000.00

If your department has received new equipment and its cost is greater than $ 5,000.00, it needs to be tagged for inventory purposes. This process involves the placement of an inventory tag on the equipment plus recording of pertinent information – serial number, model number, location of equipment and the department, which purchased the equipment. To have equipment tagged contact the Accounting Office at 331-2233.

B. New Equipment with a Value Less Than/Equal to $ 5,000.00

If your department has received new equipment and its cost is less than or equal; to $ 5,000.00, tagging is optional.

C. Technology Acquisition Policy

For IT acquisitions, also consult the IT Technology Acquisition Policy, SLT Policy 11.14.

2. DISPOSAL

Procurement Services is responsible for the disposal of surplus, obsolete and worn-out equipment. Disposal requests can be submitted using the Disposal Request Form which will

trigger the asset tag removal process. Refer to the Business and Finance Disposal Procedures which includes guidance on IT equipment disposals or contact 616-331-8107 for disposal advice.
