Granite State College (GSC) operates according to policies and procedures for acquisition of equipment as defined by USNH Financial Services. (https://www.usnh.edu/usnh-financial-services-policies-and-procedures/11-020-acquisition-equipment).

The Financial Operations Office will work with USNH Financial Service and GSC purchasing agents to insure the purchase of new capital equipment or vehicle is properly documented and the equipment or vehicle recorded is established within the fixed asset system. Financial Operations will record the purchase using a 7404 account code and provide the following information to USNH financial Services.

1. Responsible Organization: This is typically the Custodian that purchased the equipment or vehicle and will be responsible for the maintaining and management of this equipment. The responsible organization does not always need to be the organization that purchased the equipment or vehicle. In some cases, the equipment or vehicle could be charged to a grant, yet the responsibility and management of that equipment or vehicle would continue to lie with the custodian.

2. Bar Code Number: For vehicles provide the License Plate number. For capital equipment provide the asset tag number that IT assigns.

3. Asset Description: Provide a general description of the equipment or vehicle, including make and model.

4. Acquisition Date: Purchase date of equipment or vehicle.

5. Make: Provide make of equipment or vehicle.

6. Model: Provide model of equipment or vehicle.

7. Manufacturer: Provide manufacturer of the equipment or vehicle.

8. Serial or Vin Number: Provide the serial number for equipment or the VIN number of the vehicle.

9. Custodian Name: List the individual responsible for managing the equipment or vehicle.

10. Building & Room number: List the primary location of the equipment or vehicle and the room number if applicable.

11. Purchasing Info: Provide the purchase order (If applicable) and the Banner Invoice or pcard document number.

12. Federally Funded: Indicate yes or no if the equipment or vehicle was federally funded:
   i. If purchased with federal funds, 3 competitive quotes must be included as back up to demonstrate that due diligence was done to adhere to Uniform Guidance.

13. Condition: State the condition as new or used at the time of purchase.

14. Cost: Total cost paid for the equipment or vehicle.