# CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

**ADMINISTRATIVE** 

**SUBJECT:** CAPITAL PURCHASES

**REVIEWER(S):** President\*

Manager of Business Operations

#### **POLICY**

To ensure adequate funds are available for future growth, expansion and other capital needs, the administration of Carolinas College, under the guidance of the president, will make capital funding available. Capital dollars may be available from Atrium Health for certain needs, but the College also maintains a capital fund with the Atrium Health Foundation. Capital purchases will be made following existing processes used by Atrium Health.

A capital purchase is defined as an acquisition of tangible property or equipment that:

- Has a unit cost exceeding \$2,500, or an aggregated cost of \$5,000 or more, and
- Has a useful life of at least three years.
   Additionally, any individual item costing more than \$5,000 with a useful life greater than three years, or multiple items with a combined cost exceeding \$50,000 and a useful life greater than two years, are considered capital purchases.
- All furniture requests are processed as capital items.

### **PROCEDURE**

- A. Carolinas College maintains a capital fund, supported by student learning resource fees, among other revenue sources, to provide necessary resources for capital needs. Some capital needs will be funded by Atrium Health's Carolinas Medical Center through normal request processes.
  - B. An online service request (OSR) must be submitted for all capital items meeting the criteria outlined in the capital purchase definition above.
- C. All capital purchases must be included in the annual budget proposal and approved by the Carolinas College Board of Directors.
- D. The leader of the department requesting the capital purchase will prepare the ordering information and submit to the Manager of Business Operations. The Manager of Business Operations will submit a grant request to the Atrium Health Foundation for capital purchase requests that will be reimbursed by the Foundation. The Manager of the Business Operations will also submit an OSR in Core Connect that will require approval from the President.
- E. All capital requests must be signed by the President. Additional approval will follow ADM 280.01.
- F. Once the capital item is delivered, the business office shall obtain the receipt and make a request to the Atrium Health Foundation to transfer funds to cover the cost of the capital item.
- G. Additional details and procedures are available in Atrium Health Policies MM 300.00 Materials Resource Management and Policy Statement, MM 300.01 Blanket Purchase Orders, MM 300.02 (Capital Equipment) and ADM 280.01 (ApproveAuthority). MM 300.03 Non-Stock, Non-capital Materials and Outside Services.
- H. The Capital Purchases policy and procedure will be reviewed and updated bi-annually.

#### **REFERENCES**

## **Related Policies to Consult Atrium Health:**

ADM 280.01 Approval Authority MM 300.00 Materials Resource Management Policy Statement

MM 300.01 Blanket Purchase Orders

MM 300.02 Capital Equipment

MM 300.03 Non-Stock, Non-Capital Materials and Outside Services

Related 2018 SACSCOC Standard

13.4 Control of finances