

TOOLS, EQUIPMENT AND VEHICLE PURCHASE POLICY

The U.S. Department of Energy requires that they approve all purchase of tools, equipment and vehicles that individually exceed \$5,000 each. This applies to both the regular annual DOE grant and the ARRA funds as well. A formal submittal in the form of a purchase request approval letter must be submitted to the State for these purchases using the DOE template letter.

Equipment purchases over \$1,000 and under the \$5,000 must be approved in writing (e-mails are acceptable) by the State or listed as a line item on an approved budget sheet before they can be purchased. Competitive bids must be secured for these purchases. Federal and local agency purchasing policies must be followed.

Agencies are required to maintain equipment inventory spreadsheets for all equipment and vehicle purchases over \$1,000. Spreadsheets must include the following:

- Item description
- Manufacturer
- Model
- Serial number
- Original acquisition date
- Original acquisition cost
- Funding source