

UNIVERSITY POLICY

Policy Name:	Moveable Equipment – Repairs and Maintenance				
Section #:	20.1.5	Section Title:	Administrative Policies, Procedures and Services	Formerly Book:	6.3.4
Approval Authority:	Senior Vice President for Finance and Administration		Adopted:	12/1980	Reviewed: 7/13/2016
Responsible Executive:	Vice President, University Facilities		Revised:	1998; 7/13/2016	
Responsible Office:	Institutional Planning and Operations		Contact:	Dianne Gravatt, dgravatt@facilities.rutgers.edu	

1. Policy Statement

- A. Departments must contract externally for repairs to most department-owned equipment which is not permanently connected to any building utility system. Normal purchasing procedures regarding specifying and bidding should be used for this contracting.

- B. Audio-visual equipment (motion picture, slide, overhead projectors, etc.) on loan to departments from the Audio-Visual Department of the University library should be returned to the Audio-Visual Department for repairs.

2. Reason for Policy

To direct end users to the correct department for the repair of Moveable Equipment.

3. Who Should Read this Policy

Chancellors, Vice Presidents, Deans, Directors and Department Heads.

4. Resources

For additional information, please visit the following web sites:

- Office of Procurement: <https://purchasing.rutgers.edu/>

5. The Policy

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