

Audiovisual Equipment Purchase

Category: Finance	Policy Number: 2510	Effective Date: 89-12-12	Related Policies:
Approved By: Administration	Maintained By: Director, Purchasing	Amended: 97-09-01	Review Due: 01-09-01

Definition

For purposes of this policy statement, AV equipment is defined as that equipment sold by audiovisual dealers for use by instructors or students in a teaching/learning environment, equipment used by presenters in a variety of events and equipment used for the production of learning materials. Examples include: slide projectors, VCRs, computer projectors etc. A complete list is available from AV Services.

Policy

Audiovisual Services and Production is responsible for supplying audiovisual equipment and related services for instructional and administrative purposes throughout the Institute.

It is recognized that in some circumstances, programs or services may wish to purchase AV equipment that is specific to their program/service needs. Such equipment will be designated for the exclusive use of the program or service and will be assigned to the program or service on extended loan.

Programs or services must consult with AV Services when considering the purchase of new AV equipment to ensure that, where possible, the product is compatible with existing equipment, it can be maintained and repaired by AV Services staff and it has been tested and evaluated.

Purchase of equipment that does not meet the above criteria must be approved by the Vice President responsible for the program or service and will be purchased on the understanding that maintenance and repair of the equipment will be the responsibility of the program or service.