

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to set forth guidelines to follow in making sound decisions on whether to include or not include equipment purchases in externally funded grants and contracts. All purchases must adhere to APM 04-1101, Property Control and Accounting and the Florida State College at Jacksonville (FSCJ) Property Procedure Manual.

Procedure

- A. Specific terms for managing personal or real property are specified by external funding agencies in their requests for proposals (RFPs). The College, as a grant recipient or contractor, is subject to monitoring for compliance with the rules of property usage and disposal. Sanctions may be imposed by the funding agency if a contractor is in violation of the conditions of property management standards. In view of the aforementioned, prudent consideration should be given to the worth, benefits and risks that are involved in the purchase of personal or real property with the use of external funds. To that end, the following actions must be taken prior to the submission of proposals that include plans to purchase personal or real property in part or in full.
- B. If, after funding agency guidelines have been reviewed and it is determined that there are minimal to no restrictions for the use and/of disposal of property, the proposed supervising administrator of Project Budgeting and Accounting, or designee, will give approval to include property purchases in the proposed budget and their understanding and acceptance of the applicable agency's terms.
- C. Examples of minimal restriction would include but not be limited to the following terms:
 - 1. a prior approval from a funding agency to make a purchase;
 - 2. the property purchase shall be used for the purpose of the program;
 - 3. the property must be inventoried and reported annually;
 - 4. the property items must have approval for disposal when no longer used for the original program.
- D. Proposals for on-going projects affected by substantial use and/or disposal restrictions for personal or real property must be presented to the Director of Project Budgeting and Accounting department supervisor prior to each submission whenever additional property purchases are anticipated.
- E. In every case due regard must be given to specific requirements for the renovation of facilities or the availability of space. Whenever there are questions or cause for concern the proposal in process must be brought before the Vice President of Finance and Administration and the Associate Vice President of Facilities.

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F. The Resource Development Office will be responsible for submitting the proposed budget to the Supervisor of Project Budgeting and Accounting, or designee, for approval and signature prior to the submission of the proposal.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: September 14, 1993

Revision Date: February 12, 2013, February 27, 2017, February 28, 2024