Communication 1: Capital Equipment Purchases  
January 31, 2023

To: University of Miami Community  
From: Department of Purchasing

Capital equipment must be purchased in accordance with University policies. Capital equipment is defined as goods that meet all the following three criteria: (1) a unit cost of $5,000 or more, (2) a useful life of more than one year, and (3) it is not expendable or is nonrecoverable once used.

Please take note of the following when purchasing capital equipment:

- Capital equipment must be purchased using a University purchase order.
- Capital equipment must be competitively bid wherever possible in accordance with the Competitive Bidding policy.
- If capital equipment is invoiced before a PO is issued, the request will be considered an unauthorized purchase and an Unauthorized Purchase Form must be submitted for any purchases that do not comply with University policies.

All purchasing policies are available in PolicyStat. These policies are in place to ensure equipment purchases are approved by all subject matter experts and all due diligence is completed before equipment is ordered. In addition, following the correct processes ensures that the University’s assets are tracked appropriately.

Please send any questions to purchasinghelpdesk@miami.edu.