

In order to plan adequately for replacing worn and/or obsolete equipment, a base annual budget for equipment replacement shall be established. A base annual budget amount shall be granted to each of the four divisions (superintendent/president, Instructional Services, Student Services, and Business and Administrative Services). Funds are established for general equipment, instructional equipment and technology equipment.

Each year, the Budget and Planning Committee (BPC) may recommend an augmentation to the base annual budget to plan for replacement of BPC-approved additions to the plant, of program-review additions to the plant, and of furniture, fixtures and equipment (FF&E) additions to the plant that are related to new and upgraded facilities.

Base annual budget funds that are unspent by June 30 of each year shall roll over to the next fiscal year. Each division may spend up to the base plus carry forward budget without obtaining prior approval from BPC. Proposed expenditures in excess of the base plus carry forward amount shall require prior approval from BPC.

BPC shall review the equipment replacement expenditures for each of the four divisions on a yearly basis as part of the budget preparation cycle.