



Department: Business
Policy Number: PUR-A004
Effective Date: 3/28/05

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

EQUIPMENT PURCHASE POLICY

Clarksville-Montgomery County School System (CMCSS) strongly recommends individuals and/or organizations to research available maintenance support or service available with the Maintenance Department before purchasing equipment for a school.

Failure to verify support with the Maintenance Department could result in lack of repair capability. If repair capability is not available, CMCSS suggests a maintenance agreement be purchased with the equipment. If a maintenance agreement is not purchased, the school will need to budget for repairs required by the contractor through ISA funds.

Implementing Procedures: Formal Bid Procedure ([PUR-P004](#))

Associated Documents: Purchasing ([PUR-A001](#))
Facility Construction/Alteration Procedure ([FAC-P004](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/28/05		Initial Release
10/5/15		Reviewed, updated logo
10/1/18	A	Updated implementing procedures and added associated documents.

***** End of Policy *****