

Area: Program Administration
Subject: Equipment and Materials
Policy No.: 230

POLICY

It is the policy of the Center for Communication Disorders to maintain equipment and materials in speech-language pathology and audiology necessary to provide effective professional services.

PURPOSE

The purpose of this policy is to ensure that materials and equipment at the Center are complete and updated, in order to provide comprehensive services in speech-language pathology and audiology.

PROCEDURES

1. The Center will purchase and maintain a sufficient inventory of current speech-language and audiological equipment and materials to provide its staff with a large variety of assessment tools and treatment resources.
2. On an ongoing basis, the inventory of speech-language materials/equipment will be checked for completeness. Materials required for reorder or replacement will be noted, as well as equipment requiring repair.
3. As needed;
 - a. the Director will receive requests for supplies and equipment purchases from staff throughout the academic year.
 - b. purchase requests will be reviewed by the Director and be forwarded to the Departmental Chair for approval.
 - c. if modifications to this purchase request are necessary, the Chair will return the request to the Director who in turn will make the modifications with the appropriate staff.
 - d. once approved, the request will be submitted to the University purchasing department for processing.