



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

***R. Scott Ralls, Ph.D.***

***President***

September 15, 2008

**IMPORTANT  
RESPONSE REQUESTED  
DEADLINE: SEPTEMBER 29, 2008**

**MEMORANDUM**

**TO:** Equipment Coordinators  
Purchasing Officers

**FROM:** Jennifer Haygood  
Vice President Business and Finance  
Chief Financial Officer

**SUBJECT:** Instructional Equipment Survey

In September 2006, we surveyed the colleges to determine their equipment needs for the 2007-09 Biennium. We request your assistance in providing information to be used in the preparation of a new request to be presented to the 2009 Session of the General Assembly for the 2009-2011 Biennium. To defend our request, we must have the most current information, and the best avenue to collect this information is to survey the colleges. Please note that this survey is not intended to determine which colleges receive funding and in what amounts.

Mr. Wade Quinn has provided the attached instructions to process the report needed. Please complete the report, save the file, and transmit it to us as an e-mail attachment. This will enable us to quickly and more accurately retrieve the data. **Please return the report electronically via e-mail to Ms. Karen Kelly ([kellyk@ncccommunitycolleges.edu](mailto:kellyk@ncccommunitycolleges.edu)) in our division no later than September 29, 2008.**

Questions concerning this request should be addressed to Wade Quinn at (919) 807-7089, or Karen Kelly at (919) 807-7090. Thank you in advance for all your assistance in collecting this information.

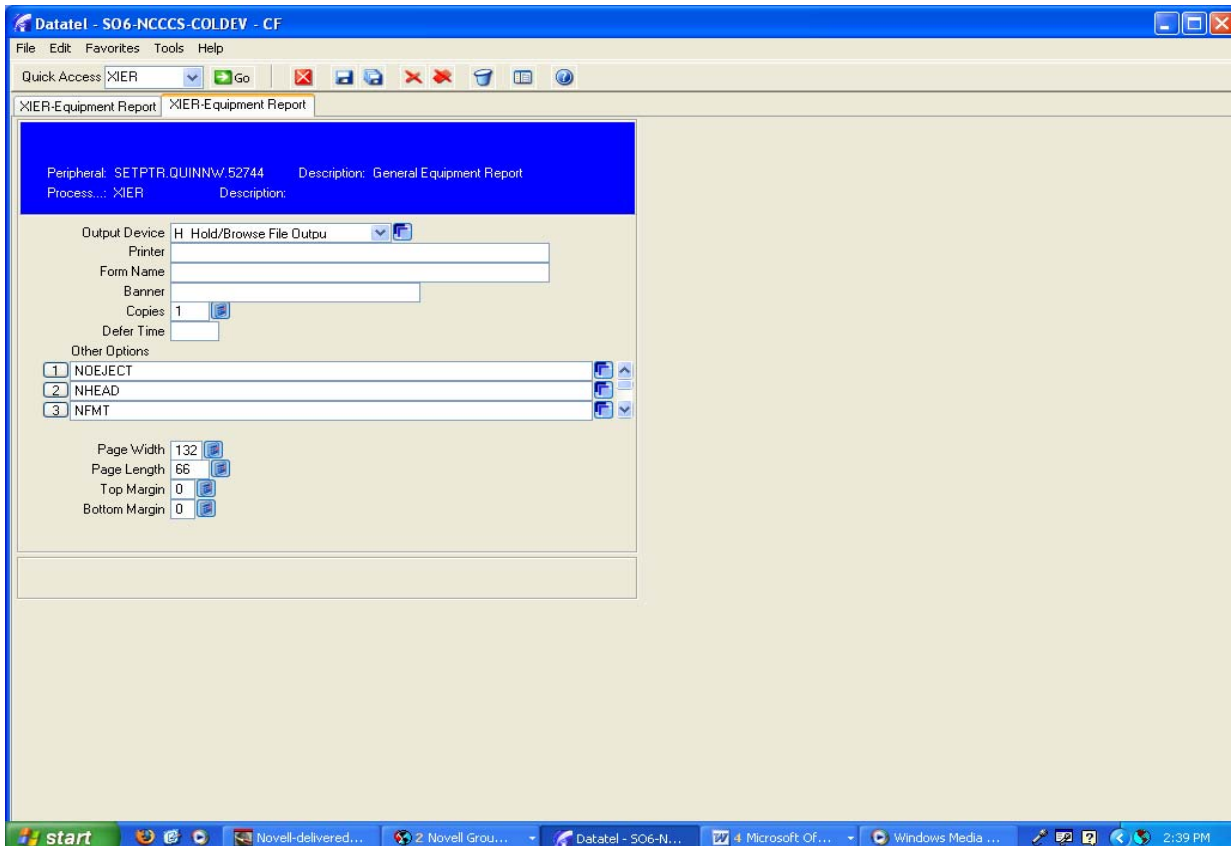
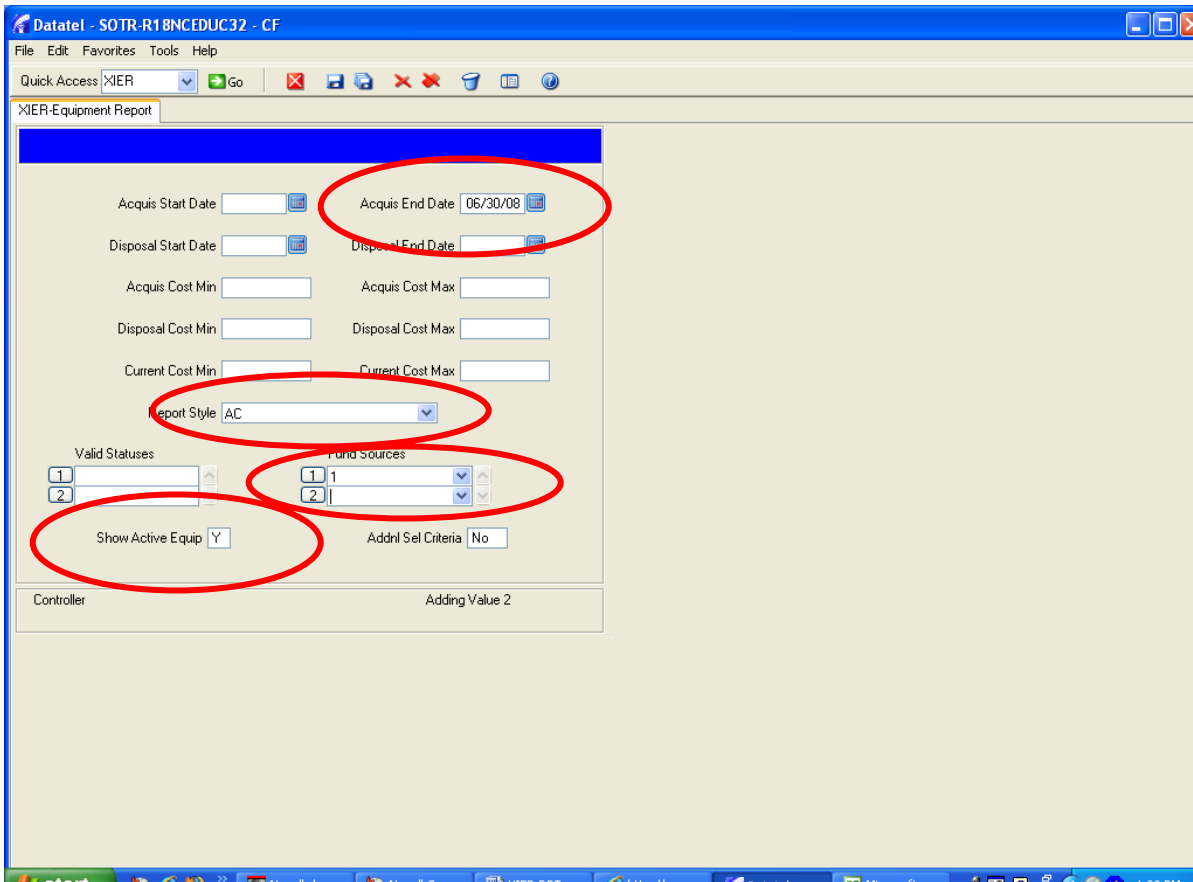
JH/wq

Attachments

c: Presidents  
Business Officials  
Ms. Karen Kelly  
Mr. Wade Quinn  
Ms. Sharon Rosado

CC08-207  
E-mail

**XIER- Equipment Report** The report needs to be as of June 30, 2008. Report Style is Asset Category. We only need State equipment, so the Fund Sources field should have "1" and Active Equipment is "Y". Below is the screenshot of XIER and how the report will look. Please hold the report and save to a file. Once the report has been saved, please submit the report via e-mail.



Report browser

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Import

11 Sep 2008

Equipment by Asset Category  
North Carolina Community College System

Page: 1

Bldg	Room	Item No	Description	Manufactur	Serial No	Acq Cost	Acq Date	Dis Cost	Dis Date	PO #
110 Durham	101	101297	Gps Unit	Trimble	444	1200.00	09/08/08			
MAIN Main	101	110429	4 Door Car	FORD	FZNNDKWODK	15000.00	09/08/08			P0000001
Asset Cat: 0001		2				16200.00		0.00		

Save Report As

Save in: EQUIPMENT

- Audit Findings-Inventory
- EQAUDIT
- Eq-Procedures
- EQUIP
- Equip survey 6-04
- Equip. Survey 11-01
- Equip-Inv-fig
- Equipment Audit ltr
- Equipment Conversion
- Equipment Survey
- Fixed Asset Manual
- Grant
- Inventory Figures
- ltr-equipment figures
- Summary Reports
- Transferrable equip from cc
- User Procedures
- Year End Audit Rpt
- Year-End Equipment - System Office
- Year-End reports

File name: report Sep 11 2008.txt

Save as type: Text File

Save Cancel