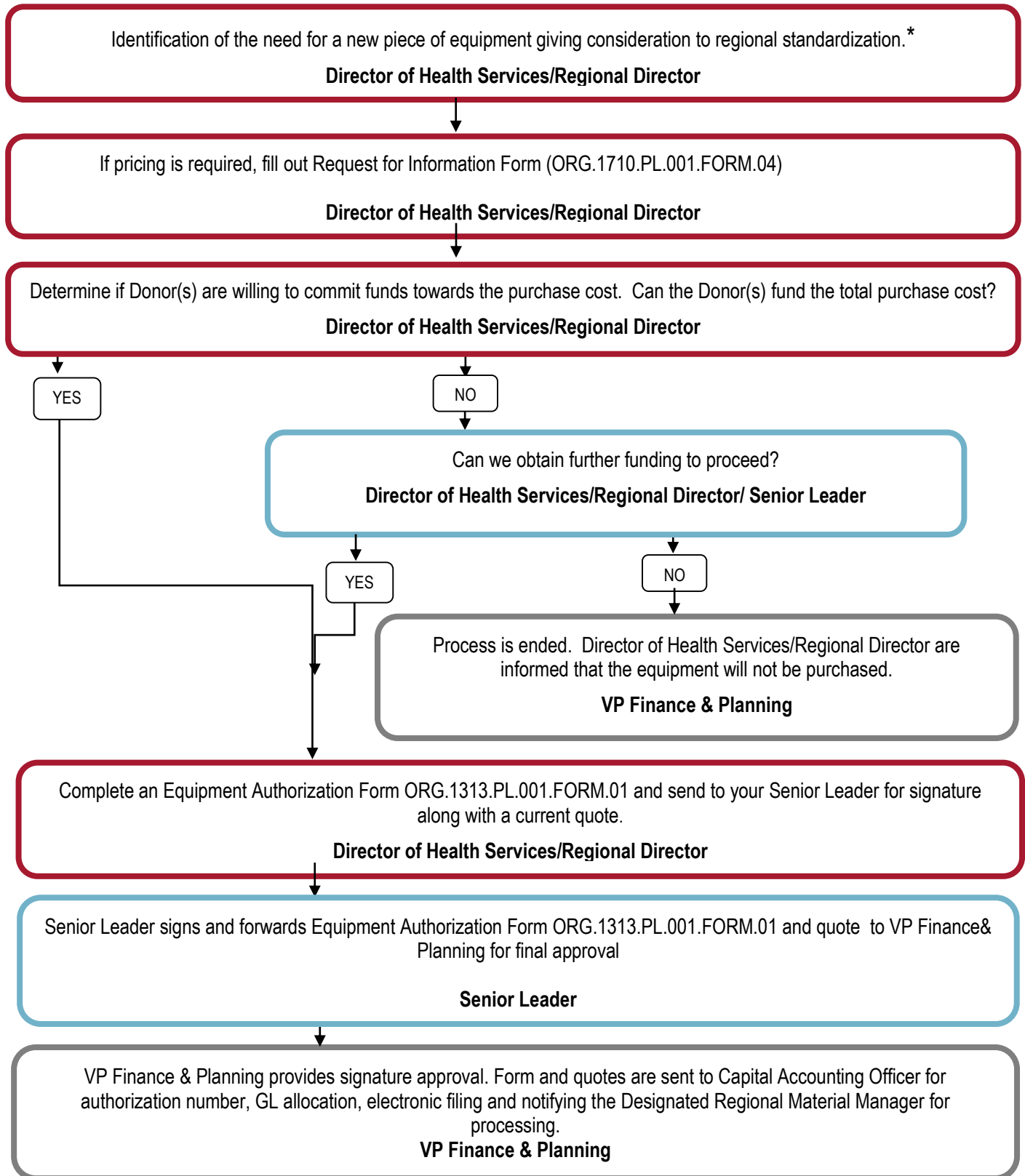


Donated Capital Equipment Request and Authorization Process



* Prior to pursuing the process to acquire new or replacement equipment the respective Regional Program Director is consulted with respect to:

- Equipment needs given scope of services provided
- Environmental factors and compatibility with other equipment
- Other information pertinent to the proposed equipment purchase
- Equipment standardization and
- Existing contract requirements