



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 8, 2007

**IMPORTANT
RESPONSE REQUESTED
DEADLINE: February 15, 2007**

MEMORANDUM

TO: Equipment Coordinators
Purchasing Officers

FROM: Kennon D. Briggs, Vice President
Business and Finance

SUBJECT: Instructional Equipment Needs Survey

In September 2006, we surveyed the colleges to determine their equipment needs for the 2007-09 Biennium. We request your assistance in providing additional information to be used in the preparation of the request to be presented to the 2007 Session of the General Assembly. 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 Mr. Wade Quinn (quinnw@nccommunitycolleges.edu) and Ms. Karen Kelly (kellyk@nccommunitycolleges.edu) in our division no later than February 15, 2007.**

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 work on this activity. It is our hope that it will result in more equipment dollars for the System.

KDB/sr

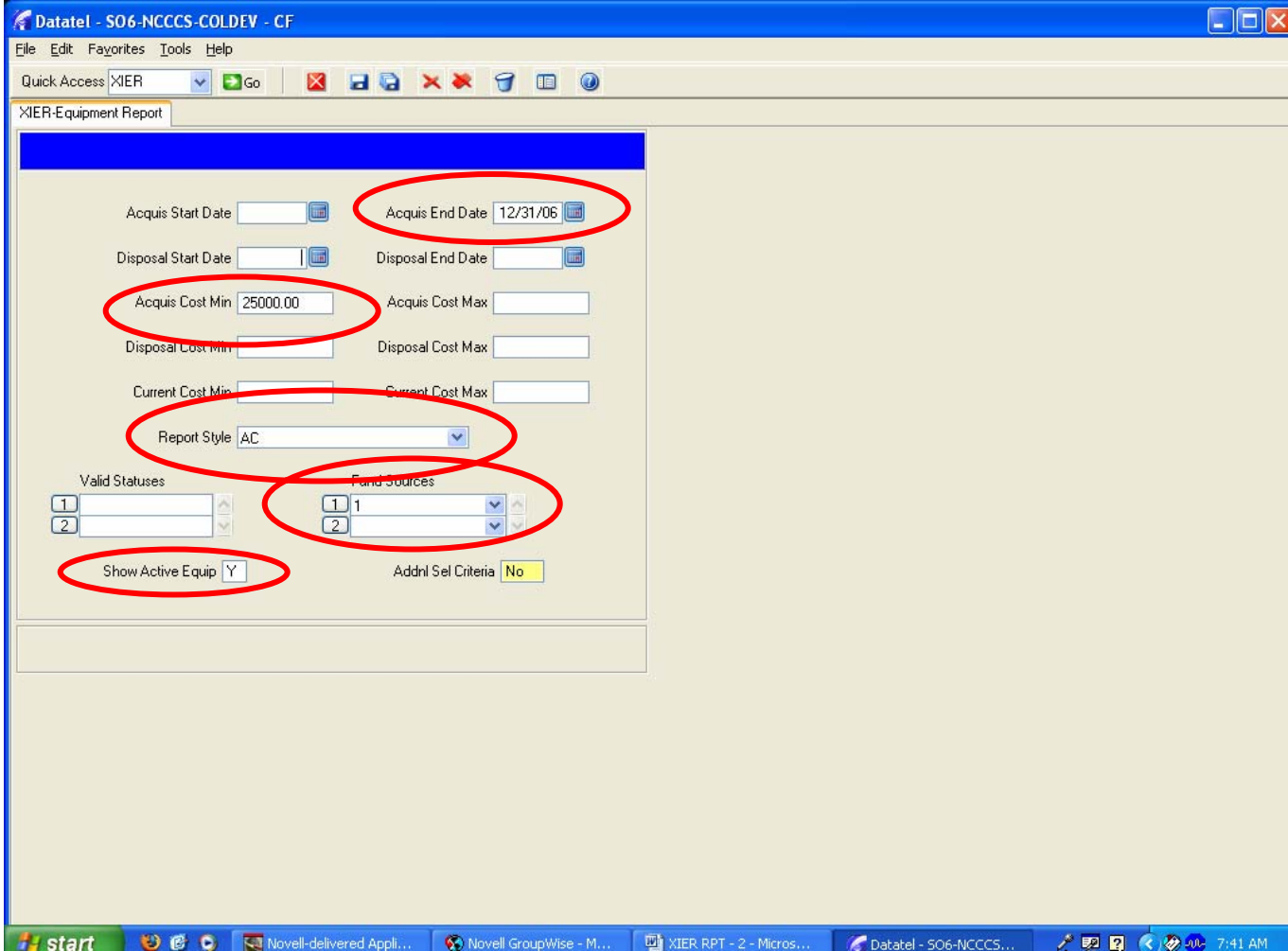
Attachments

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

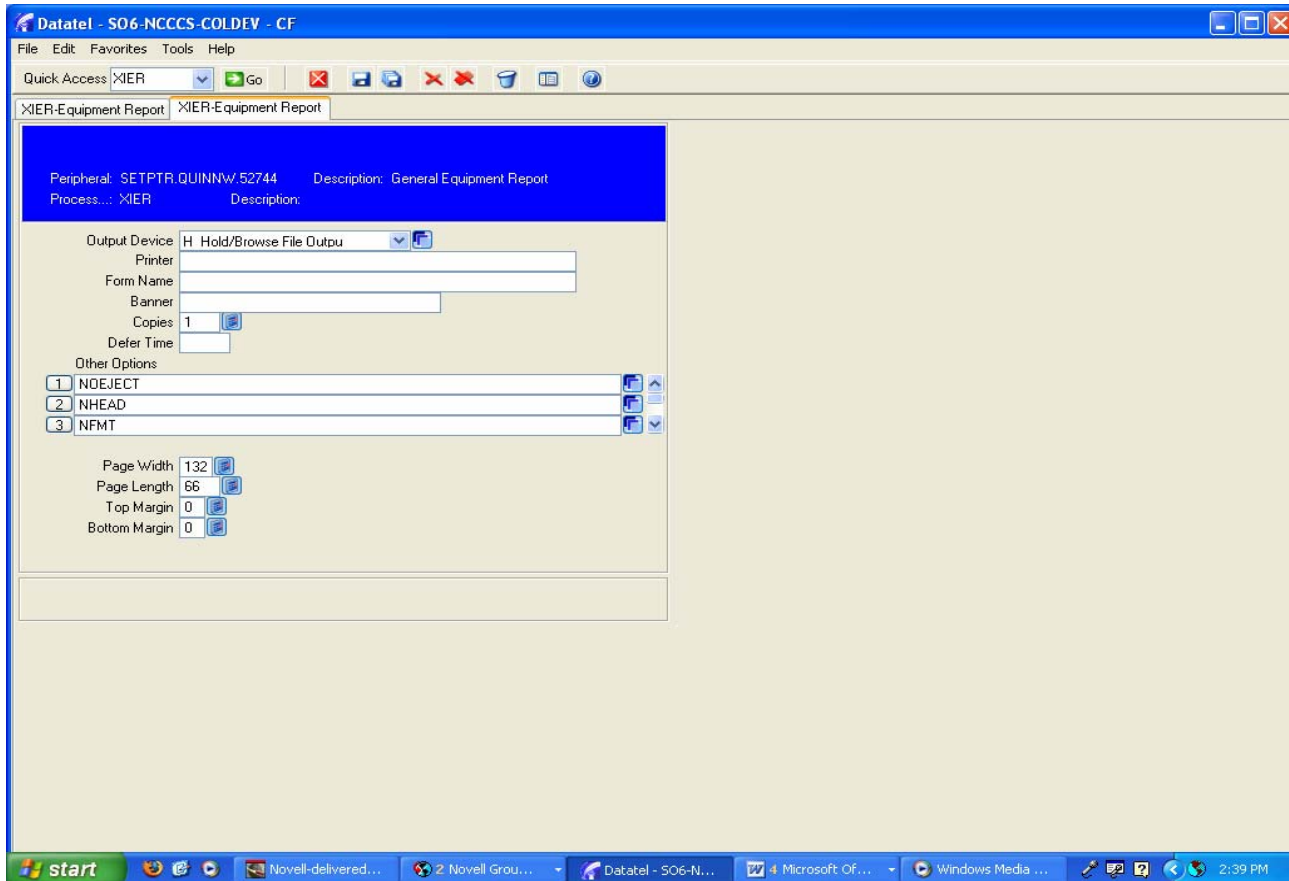
CC07-036
E-mail

The information we are requesting is for State equipment over \$25,000 by Program Code/Asset Category. The report can be obtained through **XIER**. Below is a screen shot to go by when producing the report. The report will be as of December 31, 2006. The Acquisition Cost Min. field should have **\$25,000** populated, Report Style is **Asset Category**. We only need State equipment, so the Fund Sources field should have **1** and **Show 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.

XIER – Equipment Report



The Output Device should be **H** to hold the report to the screen.



To save the report, click the folder icon at the top left of the screen. Import should appear when the pointer is over the icon.

Report Browser

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Import

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828 North Carolina Community College System

Bldg	Room	Item No	Description	Manufactur Serial No	Acq Cost	Acq Date	Dis Cost	Dis Date	PO #
CAS Do Not	371A	100078	LINCOLN CONTINE		41200.00	12/15/00			
Asset Cat:	0001	1			41200.00		0.00		