

UW-Madison Integrative Biology Capital Equipment Guidelines

Capital Equipment Criteria

- Moveable piece of Equipment (not part of a building)
- Cost \$5,000 or more
- Useful life greater than one year

Purchasing Capital Equipment:

- Contact Brandon Dowd if you believe your purchase fits the Capital Equipment criteria (ShopUW+ purchases included)
- If the item is deemed a piece of Capital Equipment, Brandon Dowd (iBio Department Property Administrator) will attach a tag to the piece of equipment and keep regular inventory

Movement/Disposal of Capital Equipment:

- If you plan to move, dispose of, loan, or transfer a piece of Capital Equipment, please contact Brandon Dowd
- Please provide sufficient time (at least a month usually) for the necessary paperwork to be completed prior to any of these actions.

Contact purchasing@ibio.wisc.edu or Brandon Dowd (brandon.dowd@wisc.edu) for additional information or visit [here](#).