

Chapter 15 Outline

Capital Equipment
Manufacturers and Distributors
Supplies and Smallware
Supplies
Smallware
Pricing Arrangements
Purchasing versus Leasing
Services

Competencies

1. List the sources of available information to assist in purchasing decisions for equipment, supplies, and services. (p. 451)
2. Define capital equipment, identify the factors that should be considered in its purchase, and describe the role of capital equipment manufacturers and distributors. (pp. 451–452)
3. Identify the categories of supplies and smallware, and describe the factors that should be considered in their purchase. (pp. 452–458)
4. Explain the requirements, content, and importance of specifications for equipment, supplies, and services. (pp. 452–458)
5. Identify the key factors to consider when deciding whether to purchase or lease equipment. (pp. 458–459)