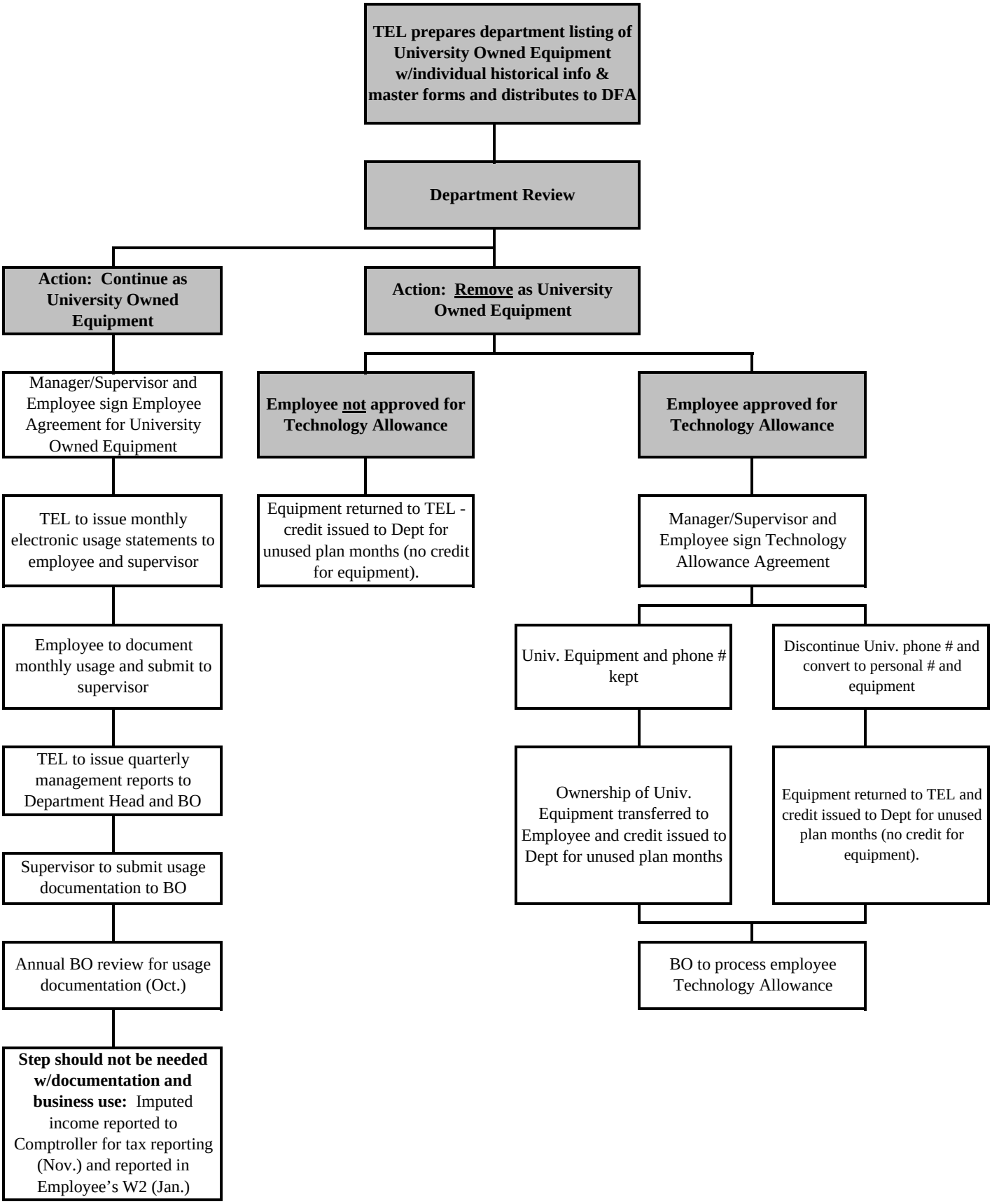Annual Review and Conversion Process for University Owned Equipment