

Unit Plan: Equipment Requests [Acct. Category 6000]

Unit: Instructional Technology Center

Division or Area to Which You Report: Applied Technology and Business

Author(s) of this Unit Plan: Minta Winsor, Lisa Ulibarri, Abdullah Yahya, Arlene Adamson, Melita Fogle

Date: 3/14/08

Audience: Budget, Deans

Purpose: To be read and responded to by Budget Committee.

Instructions: Please fill in the following as needed. Text boxes below will expand as you type.

Please note: this form is for equipment whose unit cost is over \$200

Brief Title of Request (Project Name):

Building/Location:

Request Amount (include unit cost, total cost, tax, and shipping):

Description of the specific equipment or materials requested:

What educational programs or institutional purposes does this equipment support?

Briefly describe how your request relates specifically to the [Educational Master Plan](#) and the Goals and objectives Section of your Unit Plan (Part II, Section 2)?

Why is this equipment necessary?

____ Immediate health, safety, or security issues

____ Replaces deteriorated equipment or facilities

____ Increases enrollment

____ Shows cost advantage due to rising prices

____ Prevents further deterioration of facilities

____ Provides visibility for the Bond Program

Briefly describe how the above criteria are satisfied:

What is the consequence of not funding the equipment?

What alternative approaches have been considered to meet programmatic demands for this equipment?

How many students will be impacted by the purchase of this equipment? _____

Do students use this equipment? ____yes ____no

Is this equipment a replacement? ____yes ____no

Staffing requirements for new equipment (number of staff, are they available, training, etc.):

Will training be required? ____yes ____no

At whose cost?

What are the estimated ongoing costs (for maintenance, etc.)?

Are there potential utility costs/savings?

Is this request CTE (Career Technical Education) Eligible? _____yes _____no