Unit Plan: Equipment Requests [Acct. Category 6000]

Unit: Instructional Technology Center
Division or Area to Which You Report: Applied Technology and Business
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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
- Increases enrollment
- Prevents further deterioration of facilities
- Replaces deteriorated equipment or facilities
- Shows cost advantage due to rising prices
- 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