

REQUESTS FOR INSTRUCTIONAL EQUIPMENT

To request funding to purchase equipment, complete this form and submit it to the appropriate Division Chair or Director for approval and submission to the committee. All requests will be gathered for review by the Equipment Fund Committee. The committee reviews requests once each semester, in October and March.

Equipment Fund requests must have direct impact on student instruction. Requests with the highest degree of impact on students will have funding priority. The term "equipment" is to be interpreted broadly as "supplies and equipment." Limited specialized software may be funded by the Equipment Fund.

- Computer/software requests should be forwarded to the Computer Fund.
- Video requests should be forwarded to the Media Center.
- Lab supplies are funded by the lab fee fund.

NAME: _____ DATE: _____

DEPARTMENT: _____

DIVISION: _____

PROGRAM/COURSE: _____

Description: (attach informal bids or additional information that will assist the committee in making an informed decision.)

Justification:

Estimated cost: **PLEASE INCLUDE SHIPPING**

Estimated useful life:

Estimated maintenance expense:

Division Chair Signature

Date

Please return your request to your division chair.

For office use only:

_____ Approved

_____ Not approved

_____ Notified

_____ Purchased