

**Supplies, Equipment, Furniture, and Other Request Form**

This form is to request supplies, furniture, equipment (under \$10,000 and non-technology), and other requests.

Below are some definitions used by the Resource and Operations Council to assist you in preparing your request.

**Supply:** A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

**Equipment:** Tangible property with a purchase price of at least \$200 and a useful life of more than one year.

**Other:** All non-operational requests and requests that do not fall under staffing, technology, or facilities requests are considered "other requests." For department operational needs, please discuss with your Deans office.

The Resource and Operations Council uses the following criteria to rank all requests. The following criteria will be ranked on a scale of 1-5, with five being the highest score.

1. Health and Safety
  - Supplies to treat injured student-athletes in women's athletic team expansion year
2. Equipment replacement and duplication
  - Duplication of supplies necessary to address student-athlete injuries
3. Critical need
  - Department is frequently running short with increased student athlete number. New sports beginning practice will add strain to the Athletic Medicine budget.
4. Program expansion/innovation
  - Supplies to address injury needs of new sport athletes that will begin practicing in the next academic year.
5. Impact on student success and access
  - Adequate treatment is necessary to address all injured student-athletes

**This form will not save partially-completed responses. Please use the PDF version of this form to plan your responses and complete this electronic form when you are ready to submit your responses.**

\* Contact Person:

Name

Email

Address

Department:

Program Goal:

Location of Request:

Type of Request:

- Supplies**
- Equipment
- Furniture
- Other: Please specify the non-operational other request:

**Description of Request:**

Please provide a description of the supplies, equipment, furniture or other request. When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

Estimated Cost:

**\$2162.87**

Please attach quote, if available

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

No file chosen

Can this request be maintained with existing funding sources? If not, please explain your plan to maintain this request. Example: potential yearly service agreements, warranties, and replacement costs.

Program Goal:

Please select the applicable criteria and provide the details how the criteria relate to your request.

- Health and safety
- Equipment replacement
- Critical need
- Program expansion
- Impact on student success and access
- Duplication
- Innovation

**Provided details:**

**4 Gatorade Ice Chests- 49037**  
**7 Gatorade 10 Gallon Coolers- 73103**  
**3 Gatorade 5 Gallon Coolers- 53293M**  
**Knee Immobilizers:**  
**1: 5506-79-02**  
**1: 5506-79-03**  
**1: 9294-77**  
**1: 5506-79-04**  
**1: 5506-79-01**  
**8 speed packs Coach tape: 32044M**  
**3 cases 1.5" sherlight: 5578-97**  
**3 cases 3" sherlight: 2425-78**

Please identify the program goal(s) this request would help your program achieve and provide a brief explanation of how it would do so.

Goal 1 . Improve facility

The increase in the number of women's athletic teams for the 2021-2022 season will begin to have their impact in the 2020-2021 academic year. The current budget has yet to be augmented for this preparation year. Coaches will be hired. Class section added, and student-athletes will begin practicing.... and getting injured. These supplies will help our Athletic Medicine staff handle the additional preventative and rehabilitation taking place next year