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COMPLETE

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Page 1: Supplies, Equipment, Furniture, and Other Request Form

Q1 Contact Person:

Name	Amaliya Blyumin
Email Address	amaliya.blyumin@gcccd.edu

Q2 Department:

Transfer Center

Q3 Title of Request:

Color Printer

Q4 Location of Request:

Transfer Center

Q5 Type of Request:

Equipment

Q6 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.

This is a replacement of the old color printer that is not working any more.

HP Color LaserJet Pro M454dn - printer - color - laser. Please see the attached quote.

Q7 Estimated Cost:

\$1411.97

Q8 Please attach quote, if available

TCQuoteforprinter-2020.pdf (66.6KB)

Q9 Total Cost of Ownership: 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.

The Transfer Center has a supply budget and was able to purchase the cartridges for the old color printer. It will be able to purchase the cartridges for the new printer as well.

Q10 Justification of Request: Please select the applicable criteria and provide the details how the criteria relate to your request.

Equipment replacement,

Provided details::

The Transfer Center had a color printer in the last 12 years, it stopped working and no one could fix it. We need to have a color printer because we print certificates for students attending the Transfer Achievement Celebration on annual bases, we need to print few copies of the university visit fliers on monthly bases.

Q11 Program Goal: Please identify the program goal(s) this request would help your program achieve and provide a brief explanation of how it would do so.

This request will help with goal # 1: Implement smooth and efficient day-to-day operations by streamlining Transfer Center operations in order to increase the number of students receiving transfer-related services.

The Transfer Center utilizes the electronic resources, like website, instagram page, and marquee. However, having a colorful visual on our bulletin boards helps students to receive transfer related services in timely fashion.
