

PROGRAM REVIEW & PLANNING

SUPPLIES, EQUIPMENT, FURNITURE, AND OTHER REQUESTS FORM

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

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
2. Equipment replacement or duplication
3. Critical need
4. Program expansion/innovation
5. Impact on student success and access

Contact Person:

Name	Email Address

Department:

Title of Request:

Location of Request:

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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 make, model, manufacturer, color, quantity, etc.

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Estimated Cost:

Please attach quote, if available.

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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.

Justification of Request:

Please select the criteria(s) and provide the details how this criteria(s) meet your request.

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

Program Goals:

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

Cuyamaca values equity and our resource allocations should reflect our values. How does this request support the college’s equity and antiracist work? Or how does this request contribute to more equitable student outcomes?

District’s Governing Board Resolution: To view, please visit the Governing Board’s site [here](#), view the June 16, 2020 meeting, and view agenda item 8.1 “Resolution No. 20-015 In Denunciation of Violence Against Black Americans and Commitment to Anti-Racism”

[Cuyamaca College’s Academic Senate’s Resolution](#)

[Cuyamaca College’s Equity Plan](#)