

## Instructions for Equipment and Computer Requests

### Request and allocation process

1. Complete form(s) for requested items in order of priority  

|                        |  |
|------------------------|--|
| <b>If you are a...</b> | <b>Send completed form(s) with justification to...</b> |
| Staff member           | Your supervisor or director                            |
| Director               | Dean or VP   |
| Faculty member         | Your chair of dean                                     |
| Dean                   | Provost  |
2. Request reviewed and forwarded to Vice President (including Provost) for prioritization and submission to Equipment Committee
3. Requests reviewed and allocations recommended by Equipment Committee, which includes:
  - ✓ Vice President of Finance & Operations
  - ✓ University Controller
  - ✓ Dean for Information Resources (Chair)
  - ✓ Provost
  - ✓ Representatives from Development, Student Life, and the Instructional Resources Committee
  - ✓ Representatives from Natural Sciences & Information Resources user support units
4. Allocations sent to the President's Council for final approval.
5. Budget heads notified of decisions.
6. Equipment/computers ordered begin at the start of the new budget year with the goal of receiving delivery of most equipment prior to the start of fall semester.

Note: As with this past year, some of the funding will be held back until fall enrollment is known. The committee will also reserve a small amount for emergency purchases during the academic year.

### Criteria for requesting equipment:

1. Rank your requests in order of priority with the top item considered to be the highest, the second the next highest, etc.
2. Please be sure each item requested meets the definition of equipment, i.e., **a single item costing more than \$500 (including tax and shipping) with a useful lifetime of greater than one year.**
3. Provide supporting justification, limited to one page, for your request. (You may wish to use the optional Equipment Committee Justification Form that is attached.) **Clearly indicate the nature of your request, its centrality to the program, the number of students served, or its importance to critical administrative functions. Requests will be reviewed in the following categories:**
  - ✓ **Requests related to health and safety.**
  - ✓ **Requests directly related to classroom and instructional needs.**
  - ✓ **Requests related to accreditation standards**
  - ✓ **Requests related to student living spaces**
  - ✓ **Requests related to the replacement of aging, obsolete, or inoperable equipment.**
4. Identify **any** university commitments for matching funds for equipment grants. If the grant is pending, give the likely grant award date. Please give the time allowed to meet the match and identify the principal investigator.
5. You will be responsible for any cost over-runs beyond the funds allocated by the Equipment Committee. While you do not have to secure formal bids for each item, be sure your costs are accurate. Please provide three quotes for requests over \$2,500.00 or include a memo indicating why the equipment is only available from a sole source. **All** requests must include sales tax and shipping. Quotes for computer equipment are not necessary.
6. **Vice Presidents must receive completed requests from departments no later than February 11, 2005. Vice Presidents will establish internal submittal dates for academic deans and directors.**

**Please call Chris Ferguson, x7505, with any questions.**