

| Resource Request Information | |
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| Type of resource: | |
| Priority level (High, Medium, Low): | |
| Item name: | |
| New/Repair/Replacement: | |
| Are taxes included? | |
| Is shipping included? | |
| # of items needed: | |
| Unit price: | |
| Total cost: | |
| Description (including vendor and catalog item/number): | |

Type of Resource: Select the type of resource request from the drop down list.

- **Facilities:** Includes requests for new facilities or facility improvements. Examples of facility requests include: program space needs, new flooring, or replacement of large equipment.
- **Contract Services:** Includes requests for independent contractors or service vendors beyond what the program/department current budget can cover.
- **Equipment:** Items with a single unit cost greater than \$5,000. Examples of equipment requests include: x-ray machine, batting cages). If equipment will require additional resources (power, removal of existing equipment, etc.) please provide these details in your request.
- **Supplies:** Includes new items with a single unit cost less than \$5,000 that are not currently budgeted by the program/department.
- **Subscriptions and memberships:** Includes subscriptions for resources, materials, or services. Membership requests can only be for institutional memberships and must follow district guidelines. Individual memberships are not allowed.
- **Professional Development:** Includes requests for professional development funds that are not currently budgeted by the program/department.
- **Instructional Personnel:** Includes requests for new instructional personnel
- **Non-instructional Personnel:** Includes requests for non-instructional personnel
- **Information Technology (IT):** Includes requests for new IT equipment (computer, laptop, printer, and scanner). Replacement of existing IT equipment does not need to be submitted as a resource request. Please work with IT directly for replacement items.
- **Other:** Includes items not covered by all other resource request categories. Please check with the budget office prior to using this category.

Priority: Indicate level of priority (Low, Medium, and High). The level of priority should reflect need related to the program's goals and objectives. For example, a high priority would indicate something 'mission critical'. Medium priority indicates something is important, and low priority would indicate something that is more of a 'want' than a 'need'.

Item Name: The item name should reasonably identify what the item is. Please do not use item numbers (eg., Student Microscope instead of 40X-1000X)

New/Repair/Replacement: Indicate if the request is for a new item, repair of an existing item, or replacement of an existing item. For new items, please indicate in the description if the purchase is a one-time expense or on-going. For repair and replacement items, please indicate when the existing item was purchased. For replacement items, keep in mind 'replacement' means the new item would be consistent with the previous item (not 'more, bigger or better').

Taxes Included: Indicate if the request amount includes taxes

Shipping Included: Indicate if the request amount includes shipping costs

of items needed: Indicate the number of items requested

Unit price: Indicate unit price. A unit price must be included for the request to be considered. Please make every effort to get an accurate price for items requested. The exception for this requirement include the following request categories: IT and Facilities. For these requests, please enter an amount of \$1. The budget office will work with the IT and Facilities departments to obtain quotes.

Total cost: This amount will be calculated automatically based on the # of items needed and unit price.

Description of item: Please describe the individual resource requested and indicate if the expense is one-time or on-going. Also include how the request supports the mission of the college, strategic goals, and/or program mission. If applicable, explain the relationship of the resource recommendation to Learning Outcomes and overall institutional effectiveness. If there are safety/liability concerns, legal, or accreditation mandates related to the request, please indicate this information and provide any supporting documentation.