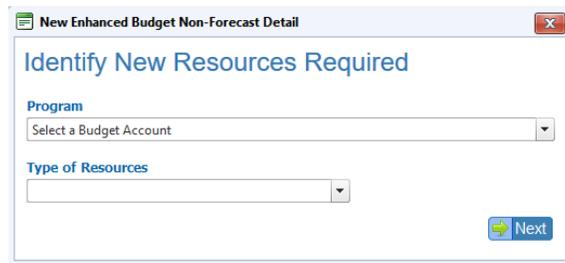


# Resource Request Field Definitions

## Resource Request Notes

- Resource requests in program review are meant for any **requests that the current program or department budget cannot accommodate.**
- **Not all types of resource requests are funded in the program review process,** but all resource requests should be included in program review and supported by program review narratives.
  - Instructional & Non-Instructional Personnel: Permanent, full-time positions can be included in program review as evidence for justifying new and replacement positions, but they need to go through the PBC Position Proposal Process to be approved and filled.
  - ITS Equipment: Replacements of existing ITS requests should be addressed directly with ITS and do not need to be included in your resource requests.

## Resource Request Fields in SPOL



1. **Program:** Choose the program or department that will be funded by this resource request.
2. **Type of Resources:** Select the type of resource that you're are requesting.
  - Facilities: New facilities or facility improvements.
    - Examples: space needs, new flooring, or replacement of equipment.
  - Contract Services: Independent contractors or service vendors.
    - Examples: equipment repair companies, quest lecturers
  - Equipment: Items with a single unit cost greater than \$5,000.
    - Examples: x-ray machine, batting cages
    - NOTE: If equipment will require additional resources (power,

removal of existing equipment, etc.) please provide these details in your request.

- Supplies: Items with a single unit cost less than \$5,000.
  - Examples: rolling white boards, laser pointer, laptop projector connector
- Subscriptions and Memberships: Subscriptions for resources, materials, or services. Membership requests can only be for institutional memberships and must follow district guidelines. Individual memberships are not allowed.
  - Examples: publication subscriptions, learning community memberships
- Professional Development: Professional development needs that cannot be met through the established Classified and Faculty Professional Development funding sources.
  - Examples: travel costs for conference for someone
- Instructional Personnel: New instructional personnel (faculty) positions.
  - Examples: additional adjunct faculty
- Non-Instructional Personnel: New non-instructional personnel (classified/administrator) positions.
  - Examples: temporary office assistant
- Information Technology (ITS): New IT equipment (computer, laptop, printer, and scanner).
  - Examples: second monitor for someone, printer for adjunct office
  - Replacement of existing IT equipment does not need to be submitted as a resource request. Please work with IT directly for replacement items.
- Other: Items not covered by the above resource type categories.
  - Examples:
  - Please check with the budget office prior to using this category.

The screenshot shows a web-based form for requesting items. At the top, there are dropdown menus for 'Priority Level' and 'Item Name'. Below these are 'Commodity Type' and two radio button options: 'Are taxes included?' and 'Is shipping included?'. The form is divided into two main sections: 'Proposed' and 'Approved'. Each section has three input fields: '# Needed', 'Unit Price', and 'Total Cost'. A double arrow '>>' is positioned between the 'Total Cost' fields of the two sections. At the bottom, there is a large text area for 'Description (including vendor and catalog/item number)' and a 'Not Funded' checkbox.

3. **Priority Level:** The level of priority should reflect the importance to action plans and objectives.
  - High Priority: Requests that are critical to completion of objectives and plans.
  - Medium Priority: Requests that are important to your action plan and objective.
  - Low Priority: Requests that are more a 'want' rather than a 'need'.
4. **Item Name:** The item name should reasonably identify what the item is.
  - NOTE: Please do not use item numbers, so instead of '40X-1000X' use 'Student Microscope'.
5. **Commodity Type:** Indicate if the request is for a new item, repair of an existing item, or replacement of an existing item.
  - New: Indicate in the description if the purchase is a one-time expense or on-going.
  - Repair or Replacement: Indicate when the existing item was purchased. Keep in mind that replacements will be for items of equal cost, functionality, etc.
  - Other – N/A: If the item is not new, a replacement or repair choose Other.
6. **Are Taxes Included?:** Indicate if the requested dollar amount includes taxes or not.
7. **Is Shipping Included?:** Indicate if the requested dollar amount included shipping or not.
8. **# of Items Needed:** Indicate the quantity of items being requested.
9. **Unit Price:** Indicate the price for 1 unit of the item you're requesting. Please make every effort to get an accurate price for items requested.
  - For Facilities and ITS requests, please enter a unit price of \$1. The Budget Office will work with ITS and/or Facilities to obtain quotes.

10. **Total Cost:** SPOL calculates this field automatically by multiplying the # of items by the unit price.
11. **Description of the Item:** Describe the individual resource requested and indicate if the expense is one-time or on-going. Also, include how the request supports the action plans and objectives that you've outlined. 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.