

**Resource and Operations Council
Program Review Resource
Request Training**

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Supplies, Equipment, Furniture, and Other Request Form

Types of Requests

SHOULD be included:

- Requests for supplies, furniture, or equipment (under \$10,000 and non-technology)
- Supplies includes material items of an expendable nature that is consumed, wears out, or deteriorates in use (e.g. classroom project supplies)
- Equipment includes tangible property with a purchase price of at least \$200 and has a useful life of more than one year (e.g. printer)
- “Other” requests that includes all non-operational request that do not fall under staffing, technology, or facilities requests (e.g. golf cart)

Should NOT be included:

- Permanent budget augmentations
- Staffing requests
- Requests that pay for people to work on specific projects, i.e. stipends, hourly employees, contractors
- Ongoing requests that are included in your department or programs basic operating costs
- Facilities or equipment requests over \$10,000
- Low-dollar amount supplies that could be potentially covered by your Dean’s office (e.g. markers, poster paper, markers)

Process for items that should NOT be included:

1. Talk to your Dean about the needs of your department or program

1. Work with your Dean to identify funding sources, if appropriate

1. Dean will help guide you on next steps

Process for Requests

1. ROC suggests that all program review authors have a discussion with their deans about their department's goals and what resources are needed to meet those goals.
2. If any of those resources are appropriate for the "Supplies, Equipment, Furniture, and Other" request form, the program review author should do some research and obtain a realistic quote for the price of the supplies or equipment.
3. Once program review authors have a realistic quote, they should fill out the "Supplies, Equipment, Furniture, and Other" request form as completely as possible.
4. ROC also highly recommend that program review authors first share this and all other requests with their deans at least two weeks before submitting their program review and request forms

Quick Checklist

1. Brief description of your request
2. Narrative that connects your program goals with the items being requested
3. Please discuss your needs with your Dean or manager.

Note: Please use realistic pricing or informal quotes. Accurate pricing will ensure that the appropriate amount is allocated, if your project is funded.

Tips for writing a strong request

- Complete the form with as much information as possible, so that ROC can accurately rank the requests.
- Program review authors are advised to provide a **complete** description of the resources being requested and a realistic estimation of the cost of the resources.
- In the “Justification of Request” section of the form, select all of the criteria that apply and provide information about how the request meets each of those criteria. Each of the criteria are in the ranking rubric, thus it is important for program review authors to address the applicable criteria as completely as possible.
- Include information about the program’s goals and how the specific request would help the program meet those goals.
- The college is encouraging faculty and staff to develop activities that will support our anti-racist and equity goals. ROC takes these efforts into consideration when ranking requests.
- ROC advises that program review authors clarify, in as much detail as possible, how the activities that the resource requests support will help the college meet its goals.

For more information:

- [Resource and Operations Council Intranet Page](#)

[Resource Request Form](#)

[Resource Request FAQ](#)

[Resource Request Ranking Rubric](#)

- [Program Review Page](#)
- [Institutional Effectiveness Office](#)
- [Cuyamaca College Equity Plan](#)
- [Academic Senate Resolution](#)