INSTRUCTIONAL EQUIPMENT LIST

Department: (Department/Program Name Here)**, FALL**
'16 by _____ **,** program review writer's name

Instructions: Each Department/Program must provide an instructional equipment list each year. A Division priority list should be developed by working within your Division processes.
Items you do not have to list: 1) computer and furniture requests that are already on a college refresh schedule or items that already exist in classrooms, offices, conference rooms etc. 2) office supplies or items normally covered by operational "B" budget.
Items that should be listed: All equipment items with a value of $100 or more _per individual item_ that are not covered above.
Note: The items should provide programmatic support for student learning.
This list should be sent to your Dean by October 13, noon.

Priority	Item(please remember, the per item value must be over $100)	Within the APRU is it in V.E.1 or V.F.1?	New program? Yes/No	Infra-structure needed? Yes/No	New Item/ Replacement N/Rp	Life Expectancy of item (years)	Per Item Cost	How Many?	Estimated Cost inc. tax and shipping	Total Cost
Urgent; AdjunctFaculty is	Photocopier/printer with stapling option	VA, VB, VG.	No	No	N	10	$ 10,000.00	1	$500	$ 10,500.00
stapling 100's of exams themselves							$ -	0		$ -
imposing a huge time cost. It is also a							$ -	0		$ -
potential health hazard issue. This time							$ -	0		$ -
and effort could be directed towards							$ -	0		$ -
helping out students. Asking students to							$ -	0		$ -
print their own handouts is a							$ -	0		$ -
violation of **college equity goals**							$ -	0		$ -
							$ -	0		$ -
							$ -	0		$ -
							$ -	0		$ -
							$ -	0		$ -
							$ -	0		$ -
							$ -	0		$ -
							$ -	0		$ -

$ 10,000.00 $ 10,500.00