

<b>Additional Equipment Request</b>					
<i>*Funding from Academic Fees</i>					
<i>Please Complete both Tabs in this request form</i>					
Department			Date		
Requestor Name			Contact #		
	Name of Item	Quantity	Cost Per Item	Total Cost	Course for Use
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
Grand Total					
<i>Please have college budget officer review form prior to sending for approvals</i>					
<i>Attach any additional documentation or information as needed</i>					

**Equipment Usage Explanation Page**

Please provide a narrative for how these items will be used for instructional purposes. It is not necessary to provide information on each individual item if there are areas that can be grouped together, the explanation can extend to a group. Please make sure to include item numbers in the explanation for reference.  
*(Example Explanation section 1 relates to equipment list row 1-15 etc...)*

Explanation Section 1.

Explanation Section 2.

Explanation Section 3.

Section 4. Will this equipment need to be replaced in future years and will it need to be added to the colleges equipment reserve schedule? Please explain the breakdown in the section below with identifying line numbers from the equipment list.

Approvals			
Department head/Chair:		Date	
Budget Officer/AFO		Date	
VP Academic Resources		Date	
Provost		Date	

*By signing this form you approve of the use of instructional fees for the purchase of additional equipment by the requesting department.*