

**Requests for Resources  
2016-2019 Program Review Cycle**

**General Fund One-Time Funding Resource Request (page 1)**

(Complete pages 1 and 2 of the form for EACH type of funds requested and submit electronically with your program review report)

TYPE OF FUNDS REQUESTED (Note: This form **CANNOT be used** for any personnel requests including faculty, classified, and hourly positions.)

- Equipment (Technology)     Equipment (Non-Technology)  
 Facilities (e.g., improvements/repairs to classrooms, offices, and buildings)  
 Other (e.g. conferences, funding for professional development )

Requestor's Name: **Click here to enter text.**

Email: **Click here to enter text.**

Phone # : **Click here to enter text.**

Area:  Instruction and Student Learning    Student Life and Admin Svcs    Executive

Supervisor: **Click here to enter text.**

Program Review Unit/Department: **Click here to enter text.**

Request reviewed/approved by area manager:  Yes    No

The department submitted 5 Step-Model course assessments for 2015-16:

- Yes     No     N/A – not an instructional program

The department submitted 5 Step-Model program assessment for 2015-16:

- Yes     No

The department submitted 2016 Program Review Report by May 02, 2016

- Yes     No

**Description of Item(s) / Cost \$ Click here to enter text.**

**Total Requested: \$ Click here to enter text.**

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**Health and Safety Justification**

Does this request address a clear health and safety issue?  Yes  No

(If you check "No", skip to page 2 of this form)

What is the health and safety issue?

**Click here to enter text.**

How long has this condition existed?

**Click here to enter text.**

Have any work orders been submitted for this issue and when?

**Click here to enter text.**

What are the consequences if not funded?

**Click here to enter text.**

## **General Fund One-Time Funding Request (page 2)**

How does this request for funds meet the following criteria? (2 page max.)

To be used by planning teams to rate and prioritize the request.

### **#1. Program Needs (40 points):**

What program conditions support the need for the requested funds and how does this request address those needs? Please use analysis from Program Review, course and program assessment (SLOs/SAOs/AUOs), and student achievement data provided by the Office of Research, Planning, and Institutional Effectiveness.

**Click here to enter text.**

### **#2. Support of College Goals (30 points):**

How does this request align and directly support the [College's Goals](#)? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of [Key Performance Indicators](#) associated with the College goals.

**Click here to enter text.**

### **#3. Contributions to Other College Operations (15 points):**

Will the item requested benefit and/or serve other departments, programs, or plans?

If so, how?

**Click here to enter text.**

### **#4. Demonstrates long-term cost savings or improves program efficiency or effectiveness. (Determined by P&B) (15 points):**

If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

**Click here to enter text.**

**Please note that all requests will need the following information:**

#### **Sales quote need to include**

- a. Sales tax
- b. Installation fee
- c. Training fee
- d. Service life agreement/fee

Please note that approved requests over 10k will need 3 quotes before purchase.