**Requests for Resources**

**2019-2022 Program Review Cycle**

**General Fund One-Time Funding Resource Request**

**SECTION 1**

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: [ ] Admin Svcs [ ] Executive [ ] Instruction [ ] Student Services

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

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

Request reviewed/approved by area manager: [ ] Yes [ ] No

**Description of Item(s) / Cost $**

**Total Dollar Amount Requested: $**

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

**Sales quote need to include**

* 1. Sales tax
	2. Installation fee
	3. Training fee
	4. Service life agreement/fee

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

**Health and Safety Justification**

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

(If you check “No”, skip to SECTION 2 of this form)

**What is the health and safety issue?**

**How long has this condition existed?**

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

**What are the consequences if not funded?**

**SECTION 2**

How does this request for funds meet the following criteria? (2 page max. You must answer all questions)

**#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.

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

How does this request align and directly support the [**College’s Goals**](http://www.goldenwestcollege.edu/about/mission/)? 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**](http://research.gwchb.net/strategic-planning/) associated with the College goals.

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

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

If so, how?

**#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?