

## Valencia Community College Strategic Equipment Request Guidelines

1. Requests should not duplicate items that are included in other processes such as the SmartClassroom Project or the Technology Refresh Program.
2. Requests should be on the approved worksheet in EXCEL. Changing the worksheet will make it more difficult to compile the request for presentation to the College Executive Council. It is important not to add, eliminate or delete worksheet rows or columns. Requests that do not conform may not be included in the CEC review.
3. Do not include consumable items or other supplies such as books, videos, CD's; these items should be purchased from your departmental funds.
4. Please include specific justification/explanation of use for each request. Do not simply list the department the item is being requested for.
5. Individual requests should be prioritized by the Campus Provost or Vice President on the Summary Request Form.
6. Once the final list has been approved, no substitutions will be allowed. Only approved items will be processed by the Procurement staff for purchase.