## De Anza College: Instructional Planning and Budget Team

## **INSTRUCTIONAL EQUIPMENT LIST**

Department: (Department/Program Name Here), Spring '17 by , program review writer's name

<u>Instructions:</u> 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 and must be included as a part of the APRU (except in the case of an emergency repair).

This list should be sent to your Dean on March 24th when you submit your APRU.

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 or Replacement N/Rp	Life Expectancy of item (years)	Per Ite	em Cost	How Many?	Estimated Cost inc. tax and shipping	Tota	al Cost
1	Camcorder with acsessories	V.E.3	No	No	Rp	5 years	See attch.				\$3,106.00	
							\$	-	0		\$	-
							\$	-	0		\$	-
							\$	-	0		\$	-
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