



**Request for Measure C New Equipment Funding
For the Three-Year Period 2011-2014
Furniture, Fixtures & Equipment (FF&E)**

Please read the [Measure C FF& E Spending Guidelines](#) to determine what can be purchased with these funds.

The request comprises of three parts. All three parts must be completed:

Part 1 – Division Process for Preparing Request for Measure C Funding

Part 2 – Narrative Supporting Request (See questions below.)

Part 3 – Measure C – Budget & Item Detail (See separate Excel Spreadsheet)

IMPORTANT DATES:

Due Date: **November 10, 2011**

Allocation Date: **February 2012**

REQUIRED SIGNATURES

Division:

Department:

Request # (as per spreadsheet)

Dean/Manager's Name:

Signature: _____

E-mail:

Date:

PART 1 – DIVISION PROCESS

1. Please Describe Your Division Process For Preparing Your Request.

PART 2 –NARRATIVE

Please answer all questions. Put N/A if questions don't apply.

1. Please Describe Your Measure C Project

1.a. Summarize What Is Being Requested

1.b. How Will The Equipment Be Used?

1.c. Can The Equipment Be Shared With More Than One Discipline?

1.d. What Is The Anticipated Annual Cost Of Maintenance?

1.e. Where Will It Be Located? Is There Sufficient Space?

2. What Programs And Disciplines Will The Project Support?

2.a. List The Programs/Disciplines That The Equipment Will Support

2.b. How Will The Equipment Improve Student Learning Or Student Services?

2.c. What Data Or Evidence Supports Your Request?

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| <p>3. Will The Project Support Student Learning Outcomes Or Other Outcomes?</p> |
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3.a.i Student Learning Outcomes?

3.a.ii. Administrative Unit Outcomes?

3.a.iii. Student Services Outcomes?

3.a.iv. Program Level Outcomes?

3.b. How Will Outcomes Be Measured For Future Planning?

3.c. What Evidence Supports Your Requests?