

Instructional Equipment Proposal

Instructions: Please submit a separate proposal for each request.

Department:	College
Submitted by	Position Title
Date	Amount Requested

Please provide the following information:

- The equipment requested and the courses (and expected enrollment) for which the equipment will be used; the educational goal met by the new equipment; and expected utilization.

- The age of any similar current equipment, reason for need of the proposed new equipment, and plans for alternate use or disposal of any current equipment.

- The estimated or actual cost of the new equipment, other potential sources of funding within the department, and the anticipated annual maintenance and operating costs, including funding source(s).