



## Memorandum Senior Vice President, Finance & Facilities

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**TO:** All Faculty & Staff

**FROM:** Patricia Charlton  
Senior Vice President, Finance & Facilities

**SUBJECT:** FY 2011-12 Call for Equipment Requests/One-Time Project Funding

**DATE:** August 24, 2011

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Budget Services, on behalf of the Budget Committee and the Academic Technology Advisory Committee, is calling for instructional and non-instructional department requests for new and replacement equipment, and special one-time project funding. All department chairs and/or department managers must obtain their dean, associate vice president or vice president's approval prior to submitting request(s) to Budget Services.

This intent of centralizing this process is to: 1) streamline and expedite evaluation of the requests; 2) maximize available funding, 3) avoid funding duplication for individual requests; and 4) ensure that approved requests are funded from the appropriate source. Budget Services will review all requests for completeness and will assign them to the appropriate committee/unit for review.

Overall funding is limited and departments have few resources with which to purchase the equipment needed to support departmental and programmatic needs. It is our intention to utilize a combination of both state and non-state resources to address programmatic requirements.

**Please note the following important instructions:**

- All requests must directly enhance CSN programs and operations.
- Funding will be awarded for one-time expenditure(s); ongoing financial commitments will not be considered.
- Projects may not include requests for funding of release time or other compensation.
- Incomplete submissions will be returned to the department and will not be forwarded to the appropriate committee for consideration.

Attached are copies of the following forms:

1. General Equipment Request Guidelines; and
2. General Equipment Request Form (4 pages)

These forms can be accessed online at <http://www.csn.edu/administration/finance/budget.asp>.

**The due date for submission is by close of business (5 p.m.) on September 16, 2011.**

If you have any questions regarding this process, please contact the Budget Services staff or any of the committee chairs noted below.

Thank you for your participation in this process.

PAC: mte

c: Lisa Bakke, Director, Budget Services  
Michael Greenwich, Chair, Academic Technology Advisory Committee  
Dick McGee, Chair, Budget Committee

**COLLEGE OF SOUTHERN NEVADA  
GENERAL EQUIPMENT REQUEST GUIDELINES**

**GENERAL INFORMATION**

Effective August 24, 2011, Budget Services initiates the call for collection/review of equipment requests that will be funded from institutional sources.

**IMPORTANT NOTES:**

- 1) Funds may not be used for release time, workload units, or personnel;
- 2) Requests may be for one-time projects and/or purchases only. No contractual or multi-year projects will be considered.
- 3) Smart Classrooms are no longer being handled through the Equipment Request Process.

If you have any questions regarding this process you may contact the Budget Services staff at 651-4321. Forms and guidelines may be accessed online at <http://www.csn.edu/administration/finance/budget.asp>.

**APPLICATION GUIDELINES**

1. Requests may be initiated by any faculty or staff member; instructional and non-instructional departments may apply.
2. Items under \$1,000 are typically considered departmental operating expenses and will not be considered.
3. Requests must be accompanied by a **current price quote**. Be sure that you get a 90-day lock on the quote, and take into account any bid requirements that may be applicable to your request. (If you have any questions about whether a bid will be required, please contact the Purchasing Department for guidance.) **Please note that in the event the request is approved, follow up quotes may be required.**
4. Justifications must include:
  - Data to support how many students will be impacted, and in what way. For example, if your request directly supports an academic program/course, you must include the program/course student enrollment for the past year (minimally) and describe how the expenditure will benefit students.
  - A description of the relationship between the request/project and the expansion or improvement of existing activities and/or facilities.
  - A description of the overall value and benefit this expenditure will provide to the College and/or community.
5. **The following approvals must be obtained prior to submission to Budget Services:**
  - Department Chair or Department Manager; and
  - Dean, Associate Vice President, or Vice President (as appropriate).
6. You must state on the form if the ability to fully utilize this equipment is dependent upon procuring space, additional equipment, personnel, or other resources that are not currently available.
7. **Handwritten** and **incomplete** Request Forms will be returned and **will not** be reviewed for consideration.

**DUE DATE/SUBMISSION**

**NO LATER THAN 5 P.M. ON FRIDAY, SEPTEMBER 16TH – Appropriately approved requests must be submitted in two formats to Budget Services:**

1. **Electronically** (PDF) to [budget.requests@csn.edu](mailto:budget.requests@csn.edu), **AND**
2. **Hard copies** with signatures must be delivered to/received by the **Budget Services** Department, Cheyenne Campus, Mail Sort Code J1B.

**Requests received after the due date will be returned and will not be considered for funding.**