



Memorandum Vice President, Finance & Budget

TO: All Faculty & Staff
FROM: Patricia Charlton
Vice President, Finance & Budget
SUBJECT: FY 2005-06 Call for Equipment Requests/One-Time Project Funding
DATE: December 1, 2005

The Finance & Budget Division is issuing the call 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 approval of their dean or vice president prior to submitting their request(s) to the Budget Office.

This centralized process has been developed to streamline and expedite the process; maximize the use of available funding, and ensure that duplicate funding is not provided to support a single request; and to ensure that requests are considered for funding from the appropriate source. This form replaces the individual forms that were previously distributed by the Technology, Budget, Greenspun, and other committees. The Budget Office will review all requests for completeness and will assign them to the appropriate committee/unit for review.

Please note the following instructions:

- All requests must directly enhance CCSN programs and operations.
- Funding will be awarded for one-time expenditure(s) and may not represent ongoing financial commitments to the College.
- Requests may not include any project funding that requires 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 (3 pages)

These forms can be accessed online at <http://www.ccsn.nevada.edu/bsf/directoryforms.htm>.

The following timeline has been outlined for review and consideration of requests:

Call for Requests	December 1, 2005
Due Date for Submission	December 23, 2006
Projected Approval	March 15, 2006
Purchase documents for requests approved for funding are due to Purchasing <u>not later than</u>	May 1, 2006

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

Thank you for your participation in this process.

PAC:mte

cc: Lisa Bakke, Budget Analyst, Budget Services
Patti Castro, Chair, Greenspun Committee
Rick Marks, Chair, Technology Committee
Dick McGee, Chair, Budget Committee

COMMUNITY COLLEGE OF SOUTHERN NEVADA GENERAL EQUIPMENT REQUEST GUIDELINES

GENERAL INFORMATION

Effective December 1, 2005, Vice President for Finance & Budget opens the process for collection/review of equipment requests that will be funded from a combination of State and non-state money.

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.

If you have any questions regarding this process you may contact the Budget Office staff at 651-4321. Forms and guidelines may be accessed online at <http://www.ccsn.nevada.edu/bsf/directoryforms.htm>.

APPLICATION GUIDELINES

1. Requests may be initiated by any faculty or staff member; instructional and non-instructional departments may apply.
2. Single items costing less than \$2,000 may be requested.
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.)
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 of the request/project to 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 the Budget Office:
 - Department Chair or Department Manager; and
 - Dean, Associate Vice President, or Vice President (as appropriate).
6. You must state on the application 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. **Requests must be delivered to the Budget Office, Mail Sort J1B, no later than 5 p.m. on Friday, December 23, 2005.**
8. Incomplete Request Forms will not be reviewed for consideration.

IMPORTANT DATES

- ✓ **By January 26, 2006** --Budget Office staff and committee chairs will review and assign the requests to the various committees/units for consideration.
- ✓ **By March 17, 2006** --Initiators of approved requests will be notified.
- ✓ **Before May 15, 2006** -- It is the responsibility of the initiator of approved requests to work with the Purchasing Department to ensure that funds are encumbered before May 15, 2006. Unencumbered funds will revert to the funding source on **July 1, 2006**.