

“Clean” DRAFT 2026-2027 PROGRAM REVIEW & PLANNING REQUEST FOR SUPPLIES, EQUIPMENT, AND MISCELLANEOUS

[Draft of content to be added to Nuventive for author submission.]

[This is NOT the submission form.]

- [\[Link to rubric draft\]](#)
- [\[Link to annotated version\]](#)

--- Start of Request Form---

This form is to request supplies, equipment, and/or make miscellaneous requests.

- **Supply:** A Supply is anything you use, consume, or break down in the use of the item. It also includes small parts that get built into something bigger. Another way to think about this is if you need something that would be classified as "General Supplies - Object Code: 4310" or "Instructional Supplies - Object Code: 4110"
- **Furniture and Equipment:** Furniture and Equipment are physical items that typically have a cost of \$500 or more and are not consumable (like supplies).
- **Miscellaneous:** Everything Else covers any request that isn't for staff, technology, or building repairs. If you need something for your department's daily operations, please talk to your Dean or appropriate manager first.
- **Technology:** If you need Technology, like a computer (laptop/desktop), tablet (iPad), printer, or Wi-Fi hotspot, please use the separate Technology Request Form to send your request to the College Technology Committee.

For help filling out this request, please reach out to the chairs of the Resource Operations Council (ROC): Erica Balakian, Vice President of Administrative Service and Karen Marrujo, ROC faculty co-chair, karen.marrujo@gcccd.edu.

The Resource and Operations Council uses the following criteria to rank all requests. The following criteria will be ranked on a **scale of 1-5**, with five being the highest score [\[link the rubric\]](#).

- **Criterion 1:** Essential need
- **Criterion 2:** Program expansion and/or innovation
- **Criterion 3:** Impact on student success and/or access

- **Criterion 4:** Support of College Strategic Priorities (such as Cuyamaca's Equity Plan; Strategic Goals; Facilities Plan; Institutional Learning Outcomes; and Mission, Vision, and Values)

Do you have a critical need because this an immediate/urgent safety concern? If so, stop and contact your dean or relevant supervisor (**add email addresses if possible**). Do not submit through program review.

Request Information

- **Contact Person Name:**
- **Email Address:**
- **Department:**
- **Title of Request:**
- **Location of Request (for example):**
- **Please Select the Type of Request:**
 - ☐ **Supply:** A Supply is anything you use, consume, or break down in the use of the item. It also includes small parts that get built into something bigger. Another way to think about this is if you need something that would be classified as "General Supplies - Object Code: 4310" or "Instructional Supplies - Object Code: 4110"
 - ☐ **Furniture and Equipment:** Furniture and Equipment are physical items that typically have a of cost \$500 or more and are not consumable (like supplies).
 - ☐ **Miscellaneous:** Everything Else covers any request that isn't for staff, technology, or building repairs. If you need something for your department's daily operations, please talk to your Dean or appropriate manager first.
- Is this request dependent upon any other resources requests, such as Classified Hiring, Faculty Hiring, Technology, Facilities Requests.
 - ☐ Yes or No
 - ☐ If yes, then check all that apply appears. This position is related to the following request(s):
 - ☐ Classified position
 - (Short answer) Please name related request:
 - ☐ Facilities

- (Short answer) Please name related request:
- ☐ Faculty position
- (Short answer) Please name related request:
- ☐ Technology
- (Short answer) Please name related request

Description of Request

- Please provide a description of the supplies, equipment, or miscellaneous request. When making your request, please be as specific as possible and include information such make, model, manufacturer, color, quantity, etc.
- **Estimated Cost:**
 - Please attach quote, if available.
- Total Cost of Ownership Information: Will there be any on-going operational costs related to the request (for example, service agreements, warranties, yearly maintenance plan)?
 - ☐ Yes
 - If Yes, please explain (paragraph box) - pops out if yes is selected.
 - ☐ No

Justification of the Request

- **Question 1 (Criterion 1, Essential Need):** Explain why this request is essential to your program and/or the college?
 - (text box)
- **Question 2 (Criterion 2, Program expansion and/or innovation):** Explain how this request will help advance specific program goal(s) and/or innovation.
 - (text box)
- **Question 3 (Criterion 3, Impact on student success and/or access):** Describe the expected outcomes this request will have on student success and/or access.
 - (text box)
- **Question 4 (Criterion 4, Support of College Strategic Priorities)**
 - **Question 4A:** Which College plan does this request align with (check all that apply)?
 - ☐ Strategic Plan
 - ☐ Facilities Plan

- ☐ Sustainability Plan
 - ☐ Equity Plan
 - ☐ Mission, Vision, and Values
 - ☐ Institutional Learning Outcomes
 - ☐ Other (please specify) _____
- **Question 4B:** Briefly identify the Plan Component(s) this request addresses and explain how your request supports the relevant component(s)
 - (text box)

--- End of Request Form---