



Replacement of Technology and Capital Equipment

Requestor: _____ Department: _____ Campus: _____

Phone: _____ Email: _____ GL Account #: _____

Funding Category: (See second page explanation of categories.)

- Network Wiring & Equipment for Existing Labs
Emergency Repair/Replacement
Networked Printer > \$500 Replacement

Equipment to be Replaced: Quantity: _____ Total Cost: _____

Description:

[Empty box for equipment description]

Asset Number(s): _____

Location(room, campus): _____

Rationale: Number of students, classes and/or staff affected: _____

Description of equipment use and current problem or need:

[Empty box for rationale and description]

If problem existed prior to current fiscal year, explain why request was not included in the regular budgeting process:

[Empty box for problem explanation]

Dept. personnel to attend CWTCOC and respond to questions:

Name: _____ Phone: _____ Email: _____

Department Chair/Supervisor Date VP/AVP/Dean Signature Date

Submittal Instructions: The VP/AVP/Dean may submit this request via email or intercampus mail to both Richard Smith (rlsmith@austincc.edu) and Vic Smith (vics@austincc.edu). Contact Vic Smith at 223-7667 with any questions.

Signatures not necessary if submitting electronically via email.

EXPLANATION OF CATEGORIES

NETWORK WIRING AND EQUIPMENT FOR EXISTING LABS:

You may qualify if...

- ...you have network needs not currently met or that may be enhanced with upgrades;
- ...you have contacted the ACCNet manager and have developed a network service request.

PRINTER > \$500 REPLACEMENT:

You may qualify if...

- ...your current network printer costs more than \$500 to replace;
- ...you currently have a network printer that is used by more than one individual;
- ...your current network printer no longer meets your demands;
- ...your current network printer requires frequent maintenance or has become inoperable.

EMERGENCY REPAIR/REPLACEMENT:

You may qualify if...

- ...your current equipment costs more than \$500 to replace;
- ...the equipment repair or replacement cannot wait until the next fiscal year;
- ...the budget need was otherwise unpredictable.

As approved by the Committee 10/17/03 and restated 9/9/05, "true emergency requests"—those that affect student, faculty or staff safety or the ability to conduct class, may be approved by the chair of the College-Wide Technology & Capital Outlay Committee (the AVP of Instructional Resources & Technology).