Instructions

Please fill in the items below on the "General Info" tab at the bottom.

(1)	Department	Identify the name of your department.
(2)	Submitter	Identify the name of the person submitting the form.
(3)	Approving Dean	Identify the name of the dean with permission to approve this request to ISIT.
(4)	Dean Approval Date	The date your dean approved this request.
(5)	Date Submitted To ISIT	Date the form was submitted to ISIT.
(6)	Date Form Accepted as Complete	This will be filled in by Media Services/Information Services.
(7)	IS/Media Services Acceptor	Media Services/Information Services person who accepts the form as complete.

Please fill in the items below on the "Priority *x* " tab at the bottom.

(8)	Requested Item	Choose from the drop-down box the technology item you are requesting. If your request has multiple components (i.e. hardware and software), then choose "Project" from the drop-down and in the notes identify all the components to your project. If the item you are requesting is not in the drop-down box, then choose "Other" and put in the "Notes" section a description of your item.
(9)	Quantity	Choose the quantity of the items you need. Example: If you need 3 replacement faculty desktop computers, then type in "3" for the quantity box.
(10)	Estimated Total Cost	**The estimated cost should not be a guess!** Please work with Judy or Kristin to get a ballpark price for your requested item.
(11)	New/Replacement	Choose from the drop-down box whether the new item(s) are New or Replacement items.

Help us determine the priority

(12) Is this a replacement for a missing or stolen device? This is primarily to address theft scenarios.

(13) Is this a replacement for a device older than 4 years? Judy or Kristen can help you determine the age of your exisiting equipment.

(14) Is there a funding source? If "yes", then fill out #15. If "no", then it is assumed the funding would come from Information Services or Media Services.

(15) Funding Source Choose a funding source. If you do not have funding from another source, choose Need Funding and it will be prioritized with the other ISIT requests.

(16) Does the equipment meet standards? The current standards can be found in the ISIT Public Folder.

(17) Does the equipment serve more than 500 students per semester? This helps us determine the impact of the purchase.

(18) Does the equipment need significant support? If the equipment is a single computer then it probably doesn't need significant support. If the request is for a lab of computers OR new technology that we may not be familiar with, then it will probably require significant support.

(19) Does the equipment directly affect instruction? Is the equipment used in the classroom? If so, then it directly affects instruction. A new computer for a department assistant would not directly affect instruction.

(20) Does the equipment require additional equipment or resources? Is there existing power for the equipment? Will the equipmet need to connect to our wireless network? Is this a computer for a classroom that may also require a projector? If the answer is "yes" to any of these, then it requires additional equipment.

(21) Has this form been submitted on time? A higher priority is given to departments that submit their forms with their Unit Plans and on time.

(22) Notes This is for general notes but is also where you explain items marked as "Other" in #5 or #9.

(23) Alignment with college goal or Program SLO Identify the College Goal from the "College Goals" tab below or from your Program SLO/AUO.

(24) ISIT Approval Date This is the date ISIT approved to move forward with the purchase or implementation of the request.