

## Maintenance and Operations Needs (M&O) in 2013-14 Annual Program Review

### Instructions

You only need to provide information for cells in green on the various worksheets.

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 Date the form was submitted.

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

- (6) Date Form Accepted as Complete This will be filled in by M&O.
- (7) M & O Acceptor M & O person who accepts the form as complete.
- (8) Requested Action Choose from the drop-down list the option you are requesting.
- (9) Estimated Total Cost **The estimated cost should not be a guess!** Please work with M & O to get a ballpark price for your requested item.
- (10) Funding Source If you have a funding source, then choose the source from the drop-down box. Otherwise it is assumed that funding will need to be identified.
- (11) Notes This is for general notes but is also where you explain items marked as "Other" in #8 or #10.
- (12) Justification Please clarify your request and explain why it is necessary.
- (13) Alignment with College Strategic Goal or Program SLO Identify the College Strategic Goal posted on the APR web site at [http://www.bakersfieldcollege.edu/irp/Unit%20Plan/a1\\_UnitPlan.asp](http://www.bakersfieldcollege.edu/irp/Unit%20Plan/a1_UnitPlan.asp) or from your Program SLO/AUO.