

NEW EQUIPMENT/RENO REQUEST FORM

Use this form if any of the following apply:

- Requesting **NEW** equipment/technology in which **individual piece** cost over **\$2500**(including tax and shipping).
- Requesting **NEW** equipment/technology in which the **cumulative amount** is over **\$10000**.
- Requesting **Renovation** work (to include wiring or IT cabling)

The following individuals can provide assistance with completing the form. Please contact them early in the planning process.

- Renovation/Maintenance – Kevin Brown
- Equipment Request – Dianna Cecala
- IT/Technology – Lewis Stanley

Please give as much detail as possible when completing the form.

Form will not be accepted without all applicable signatures.

General Information:

Name of person submitting form: [Click here to enter text.](#)

Department/Area: [Click here to enter text.](#)

Choose your Campus (check all that apply): Conway Grand Strand Georgetown

Building: [Click here to enter text.](#)

Enter the Room/Area: [Click here to enter text.](#)

Brief Description of the Request:

Give a description of the work to be completed:

Justification of Need:

Give a justification for the request. For Academic Areas, please make sure to relate back to program learning outcomes.
[Click here to enter text.](#)

Renovation/Maintenance:

Is there any renovation or maintenance work required? Yes No (If no, skip to next section.)

Please give a brief description of work to be completed and fill out the chart below with specifics. [Click here to enter text.](#)

Maintenance Item	Description of work to be completed. If not applicable enter NA.	Notes – To be filled out by Kevin Brown
Painting	Click here to enter text.	Click here to enter text.
Flooring (replace or repair)	Click here to enter text.	Click here to enter text.
Structural work (moving or replacing walls, doors, windows, etc.)	Click here to enter text.	Click here to enter text.
Lighting or electrical work	Click here to enter text.	Click here to enter text.
Moving furniture/equipment	Click here to enter text.	Click here to enter text.
Other	Click here to enter text.	Click here to enter text.

Cost and Time Frame:

Please consult with Kevin Brown to get the answers to the following questions.

Can the work be completed “in-house” or does it need to be contracted out? [Click here to enter text.](#)

What is the total estimated renovation cost? [Click here to enter text.](#)

What is the total estimated time to complete the renovation? [Click here to enter text.](#)

Equipment:

Will any new equipment be required? Yes No (If no, skip to next section.)

Please list the specifics on each piece of equipment being requested below.

Description of Equipment	Quantity Needed	Cost (include tax and S&H)	Future Cost? Maintenance, software, etc.*
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Note, some equipment requires warranties or other ongoing costs. This should be included in the initial request but must be added to the department’s budget in the following years.*

Cost:

What is the total cost of the equipment? (Include set-up cost, taxes, shipping, etc.) [Click here to enter text.](#)

Is the total cost over \$2500? Yes* No

Can the equipment be purchased from a State Vendor? Yes No*

***If the request is over \$10,00.00 and less than \$25,000 or cannot be purchased by a State Vendor, attach 3 quotes.**

Is the total cost over \$25,000? Yes* No (Please note, if this request is \$25,000 or more you will need to go through the bid process. Upon approval of funding you will need to contact Dianna Cecala for assistance with this process.)

IT/Technology:

Does this request involve any IT equipment (computers, software, simulators, cabling, etc)? Yes No (If no, skip to next section.)

Technology:

Please list the specifics on each piece of equipment being requested below.

Description of Technology (Include Cat. No, website, etc.)	Quantity Needed	Vendor/Contact Information
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Cost:

Please email Lewis Stanley for pricing information. Attach information provided by IT.

What is the total cost of the IT equipment? [Click here to enter text.](#)

IT Infrastructure:

Please contact Lewis Stanley for help completing the following questions.

Does this request involve adding or moving any IT equipment? Yes No

Can IT complete the work or does it need to be contracted out? [Click here to enter text.](#)

What is the estimated IT renovation cost? (Not to include cost of equipment.) [Click here to enter text.](#)

Furniture:

Does this request involve any furniture (desk, tables, bookshelves)? Yes No (If no, skip to next section.)

Furniture Item	Description – include catalog number and color lot as applicable	Quantity Needed	Cost (include tax and S&H)
Click here to enter text.	Click here to enter text.	Click here to enter text.	
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Cost:

Please email Dianna Cecala for a pricing information. **Attach email/quote from Dianna Cecala.**

What is the total cost of the furniture? [Click here to enter text.](#)

Summary of Total Project Cost:

Please fill in the cost below.

Reno/Maintenance Costs	
Equipment Costs	
IT/Technology Costs	
Furniture Costs	
Total Cost	

Approvals – Obtain all appropriate signatures.

Person Submitting Request

Purchasing

AVP/Dean (for all academic areas)

VP of Technical Support (for any IT request)

Superintendent of Bldg/Grounds (for Renovation Request)

Vice President of requestor*

President (If over \$10,000)

*VP will present to Cabinet for approval. If approved Harold Hawley will take this request to Accounting for fund Codes and then to Procurement for order placement or bidding.

DO NOT WRITE IN THIS AREA:

Cabinet Approval: _____ Date: _____

President Approval: _____ Date: _____

_____	_____	_____	_____	_____
Fund Code	Org Code	Acct Code	Prgm Code	Activity Code

Budget Transfer

Transferred FROM:
Fund _____ Org Code _____ Acct Code: _____ Amount: _____

Transferred TO:
Fund _____ Org Code _____ Acct Code: _____ Amount: _____

Reviewed and input by: _____ Date: _____