

**REQUEST FOR MAJOR EQUIPMENT  
OR SERVICE OVER \$25,000**

If State Contract is not available, then:

- \$25,000 - \$50,000 – Must Be Advertised for Quotes
- Greater than \$50,000 – Requires an Advertised bid (IFB) or request for proposal (RFP). Contact Procurement.

Department Name: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Department Head (up to \$1,000): \_\_\_\_\_

Academic Dean/Director (\$1,001 - \$2,500): \_\_\_\_\_

Vice President (over \$2,500): \_\_\_\_\_

President (over \$10,000): \_\_\_\_\_

Cabinet Chair: \_\_\_\_\_

**Vendor Information: (If new, attached W9)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number/E-mail \_\_\_\_\_

QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL
Be Sure to Include Shipping & Tax				

**PURPOSE OF REQUEST:**

STRATEGIC GOALS & OUTCOMES:

**ACCOUNTING USE ONLY**

FOAPAL \_\_\_\_\_

FOAPAL \_\_\_\_\_

FOAPAL \_\_\_\_\_

FOAPAL \_\_\_\_\_

Source of Funds: DEPT. \_\_\_\_\_ GRANT \_\_\_\_\_ INSTITUTIONAL \_\_\_\_\_ SEFAC \_\_\_\_\_

**Instructions:**

1. Fill out the attached request form and keep a copy for your records.
2. Estimate your cost for Cabinet approval. Make sure to include any installation fees, maintenance fees, shipping fees, and taxes. Consider if this equipment needs IT equipment for support or does it need the maintenance department for any electrical or plumbing needs. Include these costs as well. Please ask the Procurement Office to assist you if you need help with this step.
3. Attach the specifications for the equipment you wish to purchase.
4. Make sure you fill out the purpose of request in full to explain your need. Incomplete documents will be denied.
5. Make sure to include how your order relates to the College's Strategic Goals & Outcomes.
6. Obtain all signatures (except for the President's) and give to your VP to present at cabinet meeting.

**Cabinet Approval:**

**NOTE: If this equipment was included in your annual budget and approved at that time, your request does not need to go to Cabinet and can go directly to Accounts Payable for coding.**

1. Cabinet meets every Wednesday morning.
2. If your request is denied, your VP will let you know.
3. If your request is approved, it will go to Accounts Payable to schedule funds for the purchase.
4. If your request requires a bidding process, it will go to the Procurement office where it will be handled. You will be notified by someone from procurement to discuss the type of bid that needs to be completed, what specifications are required, and the time frame for which you can expect your equipment/service to be ordered.