



**REQUEST FOR MINOR EQUIPMENT
Or SERVICES UP TO \$25,000**

Up To - \$10,000	(1) Quote
\$10,000 - \$25,000	(3) Written Quotes
State Contract	(1) Quote

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 and 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. Obtain a quote(s) as necessary and attach them to your request. Be sure to include all charges such as shipping, installation, and tax.
3. Attach a document that includes specifications for the equipment you wish to purchase.
4. Make sure to fill out the purpose of the request in full to explain your need. Incomplete documents will be denied.
5. Make sure you list related Strategic Goals and 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 may 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. Then to Procurement for order placement or solicitation for bids.