

Equipment requests submitted through your Program Plan are identified as a NEW equipment request or a REPLACEMENT equipment request using a drop-down field in the program plan software. Starting in Fall 2022, this identifier will be used to separate your 2022-23 Program Plan requests by category, so they can be forwarded to the correct evaluation and approval process.

Realizing departments may already be thinking about items for consideration as part of next year's Program Plan, this email is being sent to introduce what is coming in the Fall. A more detailed email with instructions for using the drop-down field in the Program Review software will be distributed in August.

What will happen to our requests?

Equipment requests fall into one of three categories; the category directs the request to the correct approval process.

- **NEW** Equipment
 - **Program Review** requests for NEW equipment are ranked by the BRC and submitted to the Executive Team for final ranking.
 - **Out-of-Cycle Requests** for NEW equipment are processed as noted on the [Program Review](#) webpage and reported out to BRC.
 - No minimum dollar requirement. Any new equipment can be requested, regardless of cost.
- **REPLACEMENT** Equipment
 - **Program Review** and **Out-of-Cycle Requests** for REPLACEMENT equipment are reviewed and processed by the BAS Division. BAS will report out to BRC the status of each request.
 - Equipment considered for this list would be items with a purchase price of \$3,000 or more.
 - It could also include an aggregate order of \$3,000 or more for a scheduled replacement of a large quantity of the same item (i.e. replacing all furniture in a classroom based on the age and condition of the furniture).
 - The current budget development process would be used for the replacement of equipment with a purchase price of less than \$3,000.
- **EXISTING** Equipment Repairs/Maintenance
 - Requested through the **Academic Division** or **Student Affairs Division** office. Funding determined through the current budget development process.

Why are we doing this?

One of the Budget Resource Committee's (BRC) goals is to improve processes and address the total cost of ownership for equipment. When all categories of equipment are requested through the program plan, REPLACEMENT equipment and EXISTING equipment repairs/maintenance often did not rank high based on the Program Review Equipment Rubric, which is designed to evaluate NEW equipment requests. This leaves equipment still needed to continue classroom activities or equipment with maintenance requirements without a process for evaluation and approval.

Therefore, the BRC has determined that each category needs to be addressed individually. BRC is also working on a comprehensive replacement equipment process which will be implemented over the next couple years. More information will be provided by the BRC as the process is developed.

We hope this change will allow departments to focus their Program Review equipment requests on ways to enhance and/or grow their programs while also addressing the ongoing total cost of ownership of those purchases in the future. If you have questions or comments, please contact your appropriate representative on the BRC. A list of committee members can be found [here](#).