

Campus Map (/assets/docs/LPC-Campus-Map.pdf)

Find People (<http://laspositascollege.edu/directory/index.php>)

Faculty & Staff (<http://www.laspositascollege.edu/facultystaff/index.php>)

Student Resource Guide (/resourceguide/index.php) CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Canvas (<http://clpccd.instructure.com/>)

Online Learning (<http://www.laspositascollege.edu/onlinelearning/>)

Library (<http://laspositascollege.edu/library/index.php>) Quick Links ▾



**Free COVID-19 testing (<https://covidtesting.cityhealthuc.com/locations/livermore>) is now available to Chabot-Las Positas Community College District students, employees, and the community. Appointments are required for COVID-19 testing and can be made at [norcalcovid19testing.com](https://norcalcovid19testing.com) (<https://norcalcovid19testing.com/>).**

**COVID-19 Update:** Las Positas College is returning to provide **in-person** classes and student support services. [Learn more](http://districtazure.clpccd.org/urgentalerts/safe-return-plans.php) (<http://districtazure.clpccd.org/urgentalerts/safe-return-plans.php>).

## Resource Allocation Committee



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Resource Allocation Committee

# Instructional Equipment Requests

Below are the necessary definitions, rubric, and request form for the Instructional Equipment Request (IER) process. The Resource Allocation Committee (RAC) will utilize the definitions, rubric, and form to review all IERs and make recommendations to the President.

RAC stresses the importance of **quality** requests and encourages all requesters to consult the IER rubric when writing the request. RAC may choose not to rank **incomplete** requests. If you have any questions about the Instructional Equipment process, please contact the Administrative Services Office.

Each Instructional Equipment Request must include:

- IER request must have a requisition for each vendor, valid quote\*, W-9 and vendor profile form.
- The required tax rate to be used is 9.25%.
- Shipping estimates need to be included on the vendor quote.

### QUESTIONS ?

Click **here** (<http://laspositascollege.edu/adminservices/requisitions.php#PPO>) to learn how to complete the requisition process

### Emergency Equipment Replacement:

Requests (w/requisitions) for the emergency replacement of unrepairable instructional equipment should be submitted to the requestor's Dean who will forward the request to the VP of Administrative Services. Equipment from approved requests may be purchased immediately and a summary should be presented at the subsequent RAC meeting.

- [Instructional Equipment Definition Per the California Community College Budget and Accounting Manual \(/gv/rac/assets/docs/rac2018-19/InstructionalEquipmentStateAllowableexpenses.pdf\)](http://gv/rac/assets/docs/rac2018-19/InstructionalEquipmentStateAllowableexpenses.pdf).
- [Supply vs. Equipment Definition Per the California Community College Budget and Accounting Manual \(/gv/rac/assets/docs/rac2018-19/InstructionalEquipment\\_supplyvsexpenses.pdf\)](http://gv/rac/assets/docs/rac2018-19/InstructionalEquipment_supplyvsexpenses.pdf).

### Resource Allocation Committee

#### Committee Chair

Titian Lish

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#### Meeting Schedule

**First Thursday**

**Room 1687**

**2:30 to 4:30 p.m.**