

If you are using a Mac computer to fill out the PDF forms, please make sure you are not on "Apple Preview" mode because the data entered in the form fields will not show when the documents are printed.

# INSTRUCTIONAL EQUIPMENT REQUEST

## 2021-2022



Internal Use
IE #:2022 - _____
Total \$: _____

LPC ADMINISTRATIVE SERVICES - REQUISITION INFORMATION PAGE

**Requester Name:** \_\_\_\_\_ **Division Name:** \_\_\_\_\_

**Equipment Name:** \_\_\_\_\_

**The Equipment is:**  A Replacement  An Upgrade  New Equipment/Technology

### SECTION 1: EQUIPMENT DESCRIPTION

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to LPC from what is currently in place:

**Equipment Location Building:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Location Comments:**

## **SECTION 1: EQUIPMENT DESCRIPTION (continued)**

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

## **SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES**

### **LPC MISSION STATEMENT:**

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

### **LPC PLANNING PRIORITIES:**

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Specify how the equipment supports *LPC's Mission Statement and Planning Priorities*:

### **SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW**

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**Specify the educational programs this equipment supports:**

**Will this equipment be a part of your upcoming Program Review or was it included last year? Please explain using the exact words from your Program Review. If not, explain why.**

## **SECTION 4: TEACHING AND LEARNING**

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**In detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.**

**Describe in detail the impact this equipment will have on learning:**

**Each academic year, this equipment will impact: \_\_\_\_ # of classes/sections \_\_\_\_ # of students**

## **SECTION 5: OUTCOMES (SLOs)**

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**Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved beyond current capability.**

## **SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)**

**What is the potential life span of the requested equipment?**

**If new storage is needed what are the storage requirements, location requirements, and costs associated with the new equipment: (NOTE: Specific storage costs should be detailed in the “Part A: Initial Start-up Costs” section below.)**

**If this equipment replaces old equipment but the old equipment will not be retired, are there on-going storage requirements, location requirements, and costs associated with the old equipment? If so, provide details.**

**What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the “Part B: On-Going Annual Operating Costs” sections below as applicable.)**

**Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college:**

**Part A: Initial Start-up Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials		
Taxes (9.5%)		
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
<b>Grand Total:</b>		

**Part B: On-Going Annual Operating Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Maintenance & Repair Labor		
Licensing or Software		
Other: _____		
<b>Annual Operating Costs:</b>		



Indicate the source of funding for on-going annual operating costs:

**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: \_\_\_\_\_

Is the work in their current scope of duties? \_\_\_\_\_

What is the cost to train key operator? \_\_\_\_\_  
(include \$\$ in the Initial Start-up Costs above)

Number of hours per month will the key operator use the equipment? \_\_\_\_\_

**MAINTENANCE & REPAIRS**

Indicate who will performing maintenance and repairs: \_\_\_\_\_

Is the work in their current scope of duties? \_\_\_\_\_


Indicate cost to train for maintenance and repairs? \_\_\_\_\_

Number of hours maintenance is required per month: \_\_\_\_\_

**\*REMINDER\***

Instructional Equipment Requests submitted without a quote and requisition will be returned.  
Shopping Carts are not considered quotes and will not be expected.

**SIGNATURE APPROVALS and ROUTING**

REQUESTER:   
DATE: \_\_\_\_\_

DIVISION DEAN/MANAGER:   
DATE: 1/18/2022

**Click the Submit Button to Route  
Signed Instructional Equipment Requests (IER) Directly to Admin Services**

**Admin Services will coordinate review of all IER by IT and M&O and collect signatures**

College Technical Services, Manager:  
Date:

M&O Director:  
Date:

VP Academic Services:  
Date:

VP Administrative Services:  
Date:



# Office of Administrative Services

## Requisition Request Form

(Wait 5-10s)

**Reset**

**Submit**

R

Fiscal Year		Vendor ID #		Vendor Name		Date Required	
21-22		W10845047		Tiger Supplies			
Deliver To			Room #		Return Copy of Requisition To		
Daniel Cearley			1061				
Seq	Item #	Description	Qty	Unit Price	Extended Cost		
1	ADI77GEB221	GEB221 Li-ion Battery for Total Stations	1	\$ 99.00	\$ 99.00		
2	LEI296632	GST20 Professional 5000 Telescoping Wooden Tripod With Tool Pouch	1	\$ 440.00	\$ 440.00		
3					\$ 0.00		
4					\$ 0.00		
5					\$ 0.00		
6					\$ 0.00		
7					\$ 0.00		
8					\$ 0.00		
9					\$ 0.00		
10					\$ 0.00		
11					\$ 0.00		
12					\$ 0.00		
13					\$ 0.00		
14					\$ 0.00		
15					\$ 0.00		
Comments				<b>Subtotal</b>		\$ 539.00	
Tax Included in price				10.25% Tax		\$ 0.00	
				Shipping		\$ 31.80	
				<b>Total Cost</b>		<b>\$ 570.80</b>	
FOAP to be Charged			%	Amount			
-							
FUND	ORG	ACCOUNT	PROGRAM				
-	-	-					
FUND	ORG	ACCOUNT	PROGRAM				

<b>Daniel Cearley</b>	<b>1/12/22</b>	<i>Stuart McElderry</i>	<b>1/18/22</b>
Requestor (print name)	Date	Dean (signature)	Date
Coordinator/Manager (signature)	Date	Vice President (signature)	Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ <small>Administrative Services</small>	Verified: _____ <small>Administrative Services Officer</small>	Approved: _____ <small>VP, Administrative Services</small>
PO Number: _____	Budget Transfer #: _____	Entered: _____

TR 4/6/20



**Quote Number: 11618**



Date: 1/10/2022 3:08:30 PM | Expiration: 2/9/2022 | Quoted By:

<b>Billing Address:</b> Daniel Cearley Las Positas College Anthropology 3000 Campus Hill Drive LIVERMORE, CA 94551 United States 925-424-1203	<b>Shipping Address:</b> Daniel Cearley Las Positas College Anthropology 3000 Campus Hill Drive LIVERMORE, CA 94551 United States 925-424-1203
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Qty	SKU	Name	Unit Price	Line Total
1	ADI77GEB221	GEB221 Li-ion Battery for Total Stations, Lasers & GNSS Receivers (Leica Compatible)	\$99.00	\$99.00
1	LEI296632	GST20 Professional 5000 Telescoping Wooden Tripod With Tool Pouch	\$440.00	\$440.00

**Promotional Code(s):**  
**Special Instructions:**

Subtotal	\$539.00
Tax	\$0.00
Shipping	\$31.80
Handling	\$0.00
Grand Total	\$570.80

**PLACE ORDER**

**We appreciate the opportunity to quote and look forward to assist you in the future**

This quote serves as a legal sales agreement between Tiger Supplies, Inc. and the party above, dictated by the terms and conditions available at [www.tigersupplies.com](http://www.tigersupplies.com) and [www.tigersupplies.com/Terms.aspx](http://www.tigersupplies.com/Terms.aspx).

Should you have any questions regarding this quote feel free to reply back to this email or by phone at 9738548636.