



**INSTRUCTIONAL EQUIPMENT REQUEST**

**Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2012 (SPRING)**

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage:  
<http://grapevine/pbc/InstructionalEquipment.php>

Name of Requestor: Pj Johnson

Division/Unit : PEAHW

Brief title of request (equipment or materials being requested must be similar, related or part of a system. Deluxe scrimmage vests

**Request amount** (unit cost and total cost including tax and shipping.  
 Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.):  
 This should come from the vendor quote

Item (s) cost	\$ <u>299.40</u>
Tax (.0875)	\$ _____
Shipping	\$ <u>16.99</u>
Installation	\$ _____
Facilities Modification	\$ _____
Other	\$ _____
Total Cost	\$ <u>316.39</u>

**Attach copy of quote(s), estimate(s) and requisition(s):**  
 (Must attach quote & requisition; absence of either will delay processing)

**Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)**

60 deluxe scrimmage vests made up of five different colors for the physical education classes and athletic teams.

Is this in your Program Review? Yes  No

The curricular offerings within the department are heavily reliant on the use of equipment. This includes a wide variety of exercise equipment as well as large numbers of game balls, nets, scrimmage vests and other assorted sports equipment necessary to properly instruct classes. Proper techniques as defined in course outlines cannot be taught without the requisite equipment.



Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

Vests will be a different brand and style for more durability during class usage throughout the coming years.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

***Instructional and Service Impact***

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

The vests will allow the students to differentiate members of one team from their opponents during class scrimmages. While allowing the instructor to know who's on defense and who's not. They are ideal for teaching and instruction as well as for practices or scrimmages

***Impact on Enrollment***

**Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?**

Having a variety of colors in scrimmage vests will give a greater number students an opportunity for more class participation instead of lag time that can be created with sharing a certain color vest between one or more groups. Also will allow for more flexibility in dividing the various skill levels during activity and intercollegiate courses making it easier for the instructor to identify.

**Access**

**How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?**

The scrimmage vests

a) provides flexibility in the ways information is presented, in the ways students respond or demonstrate knowledge and skills, and in the ways students are engaged

b) reduces barriers in instruction, provides appropriate accommodations, supports, and challenges, and maintains high achievement expectations for all students, including students with disabilities and students who are limited English proficient

**Outcomes**

**How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?**

Having a variety of colors in scrimmage vests will give a greater number students an opportunity for more class participation instead of lag time that can be created with sharing a certain color vest between one or more groups. Also will allow for more flexibility in dividing the various skill levels during activity and intercollegiate courses making it easier for the instructor to identify.

**Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)**

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?
- c) Are there operating costs and how will they be covered by the department?
- d) What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?

- a) 5 plus
- b) storage will be in the equipment room
- c) no operating cost
- d) equipment will be maintained by the two Physical Education/Athletic Assistants



***Visibility/Profile within Community***

**Is this a "flagship" item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?**

This is a standard practice knowing who is on each team and make them visible to one another and anyone watching game, class or event is standard and will enhance the image that learning is important.

**Commitment to Sustainability**

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

Breathable and pliable materials are used to create this product.


**Health, Safety & Security**

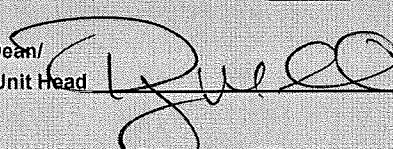
Does this equipment address any health, safety & security concerns? If so, please explain below.

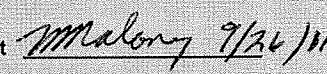
Student will be able to keep on the same vest during the class time so there is no need to swap sweat soaked vests. Vests will be washed after each class for safety reasons.

**Signatures (required)**

(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)

Requested by   
LPC VP Business/President

Dean/  
Unit Head   
LPC Business Office Use (Account Number) \_\_\_\_\_

IT Department Signature \_\_\_\_\_  
Vice President  9/26/11



431 US Hwy 70A East Hillsborough, NC 27278

Eurosport Quote Form	
Team Contact:	Kim Scott
Phone:	800-967-8326 Ext 1515
Email:	KSCOTT@SPORTSENDEAVROS.COM
Fax:	919-644-2069 800-443-8326
Date:	9/15/2011

<b>LAS POSITAS COLLEGE</b>	<b>Customer Number:</b> 9250218	<b>Order Number:</b> 54035751
<b>Contact:</b> PJ JOHNSON	<b>Address:</b> 3000 CAMPUS HILL DR	
<b>Phone:</b>	<b>Aux Address:</b>	
<b>Phone:</b> 925-424-1291	<b>City:</b> LIVERMORE	<b>State:</b> CA
<b>Email:</b> PJOHNSON@LASPOSITASCOLLEGE.EDU		<b>Zip:</b> 94551

Item Number	Description	Qty	Price	Disc Price	Total
19A11.LI.AD	KWIK GOAL TRAINING VEST	10	\$4.99	\$4.99	\$49.90
19A11.OR.AD	KWIK GOAL TRAINING VEST	10	\$4.99	\$4.99	\$49.90
19A11.RO.AD	KWIK GOAL TRAINING VEST	10	\$4.99	\$4.99	\$49.90
19A11.SC.AD	KWIK GOAL TRAINING VEST	20	\$4.99	\$4.99	\$99.80
19A11.BK.AD	KWIK GOAL TRAINING VEST	10	\$4.99	\$4.99	\$49.90

<b>Merchandise:</b>	<b>\$299.40</b>
<b>Customization:</b>	
<b>Shipping:</b>	<b>\$16.99</b>
<b>Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$316.39</b>

<b>Shipping Information:</b>	<b>Organization:</b> LAS POSITAS COLLEGE
	<b>Contact:</b> PJ JOHNSON
	<b>Address:</b> 3000 CAMPUS HILL DR.
	<b>Aux Address:</b>
	<b>City:</b> LIVERMORE <b>State:</b> CA
	<b>Zip:</b> 94551
	<b>Shipping Phone</b> 925-424-1291

# LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

FOR OFFICE USE ONLY

SUGGESTED VENDOR **EUROSPORT**

NAME OF STAFF MEMBER **Dyan Miller** DATE WRITTEN **21-Sep-11** DATE REQUIRED **30-Sep-11** DIVISION/ DEPARTMENT **PE/HEALTH ATHLETICS** For inventory purposes include room # where

RETURN COPY OF REQUISITION TO:

Dyan Miller

21-Sep-11

30-Sep-11

PE/HEALTH  
ATHLETICS

Carolyn Smutny

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)

UNIT

QTY

UNIT PRICE

Air

INSTRUCTIONAL EQUIPMENT REQUEST

Deluxe Scrimmage Vests

\$ 299.40

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

Vendor Information/ Remit To: Deliver To, include room # (optional):

**EUROSPORT** Las Positas College

431 US Hwy 70A East PE Complex Room PE 131 (Equipment room)

Hillsborough, NC 27278 Attn: William Eddy or PJ Johnson

(800) 967-8326 Ext 1515 3000 Campus Hill Drive

Fax (919) 644-2069 Livermore, CA 94550

Subtotal

\$ 299.40

Tax

\$ 0.0875

INSTRUCTIONAL EQUIPMENT

BT#

Shipping (if available):

\$ 16.99

Original Invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

TOTAL COST \$ 316.39

ACCOUNT #

FUND

ORG

ACCT

PROGRAM

Business Office

APPROVALS

Supervisor/ Coordinator/ Director

Margaret Maloney  
Dean/VP/President

9-23-11