



7

INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2011 (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.ppt>

Name of Requestor: Scott Miner - Welding Technology

Division/Unit : BCATSS

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

Power Source Repair

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>688⁰⁷</u>
Tax (.00975)	\$ <u>67⁰⁸</u>
Shipping	\$ <u>0</u>
Installation	\$ <u>0</u>
Facilities Modification	\$ <u>0</u>
Other	\$ <u>0</u>
Total Cost	\$ <u>755¹⁵</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)

Resistor assembly (026520) to repair existing Miller 750A power source

Is this in your Program Review? Yes No

The program review discusses the need to repair and maintain equipment as needed.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

This is an existing component that failed after student misuse/abuse.
This is less than 5% of the replacement cost of the entire power supply.

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 it for use by the instructor or students, or both?

This will have a positive impact in that it returns a nonworking piece of equipment, to operational condition. The machine is primarily intended for student use.

Impact on Enrollment

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

The unit will have minimal impact on enrollment, yet will add to the experience of those already enrolled

Access

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

This equipment is capable of being used by all students including those from under-represented populations and students with diverse learning styles. ALL students use this equipment.

Outcomes

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

This will increase capability to perform the required tasks to pass a standard industry welding certification test.

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?

the existing resistor assembly lasted more than 30 years, we assume the same service life there are no ongoing costs, this is a one-time repair made by faculty/staff replacing components

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?

No flagship here, no frills repair of existing component

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?

Rather than surplus or dispose of the machine, this component will return the equipment will continue to operate for years.

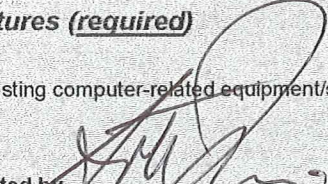
Health, Safety & Security

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

This repair will increase student happiness and well-being within the welding department

Signatures (required)

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

Requested by 
SCOTT MINER

Dean/
Unit Head 
9/23/11

IT Department Signature
Vice President 
9/26/11

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

SUGGESTED VENDOR Cassimus Company

NAME OF STAFF MEMBER DATE WRITTEN DATE REQUIRED DIVISION/ DEPARTMENT For inventory purposes include room # where equipment will reside: Bldg 800

Scott Miner 26-Sep-11

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

Register Assembly (#026520)

UNIT QTY UNIT PRICE TOTALS

EA 1 \$ 688.07 \$ 688.07

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ 688.07

\$ 60.21

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

Comments:

Instructional Equipment

BT#

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

TOTAL COST \$ 748.28

ACCOUNT #

FUND ORG ACCT PROGRAM

Business Office

APPROVALS

James A. ... Supervisor/ Coordinator/ Director 9/22/11

Mary Maloney Dean/VP/ President 9/27/11

FOR OFFICE USE ONLY

RETURN COPY of REQUISITION TO:

S. Miner / C. McCauley

SAN FRANCISCO AREA
 14492 WICKS BLVD.
 SAN LEANDRO, CA 94577
 (510) 352-6700
 FAX (510) 352-1103

LOS ANGELES AREA
 REMOTE CALL FORWARDING
 (323) 283-6605

FOLIO NO.

DATE SHIPPED

CASSIMUS COMPANY
 Resistance and Automatic Arc Welding Equipment
ORDER CONTRACT

OUR REGULAR TERMS ARE
 NET CASH 10TH OF MONTH
 FOLLOWING DATE OF SHIPMENT

CASH SALE YES OR NO	DEPOSIT
REGULAR YES OR NO	DEPOSIT
SEP. CONT. YES OR NO	DEPOSIT

WITH _____
 AT _____
 SHIP COLLECT - PREPAID
 VIA _____ WHEN _____
 SHIPPING ADDRESS _____
 GENERAL REMARKS _____

WITH _____
 AT _____
 SHIP COLLECT - PREPAID
 VIA _____ WHEN _____
 SHIPPING ADDRESS _____
 GENERAL REMARKS _____

SERVICE CHARGE OF
 1 1/2% PER MONTH (AN
 ANNUAL RATE OF 18%)
 WILL BE ADDED ON ALL
 PAST DUE ACCOUNTS.

WEIGHT _____
 CREDIT APPROVAL _____
 LEDGER ENTRY _____
 SALE TAXABLE (YES OR NO) _____
 SALESMAN _____

DATE BILLED _____
 CHECKED PRICE _____
 EXTENSION _____
 F.O.B. POINT _____
 REGISTER NUMBER _____

ORDER FROM _____
 P.O. _____
 P.O. _____
 CUSTOMER'S ORDER NUMBER _____
 NUMBER OF INVOICES _____

UNIT LIST _____
 DIS. _____
 NET PRICE _____

BACK ORDER _____
 SHIPPED _____
 ORDERED _____

1 026520
 Resistor Assembly
 Sales Tax
 TOTAL

688 07
 67 08
 \$ 755 15

PLEASE FURNISH THE ABOVE MERCHANDISE IN ACCORDANCE WITH THE TERMS SPECIFIED. TITLE TO WHICH SHALL NOT PASS FROM CASSIMUS COMPANY UNTIL THEY HAVE BEEN FULLY PAID IN CASH. MERCHANDISE FURNISHED ON ABOVE CONTRACT SUBJECT TO ALL LOCAL, STATE AND FEDERAL TAXES NOW IN EFFECT OR WHICH MAY HEREINAFTER BE IMPOSED. IN CASE ANY OR ALL OF THE ABOVE MERCHANDISE IS NOT IN YOUR STOCK, YOU WILL NOT BE HELD RESPONSIBLE FOR ANY DELAY IN DELIVERY BEYOND YOUR CONTROL. IT IS AGREED THAT THERE HAVE BEEN NO AGREEMENTS, WARRANTIES OR GUARANTEES NOT STATED HEREIN.

ACCEPTED BY _____
 FIRM NAME _____

ABOVE MERCHANDISE

