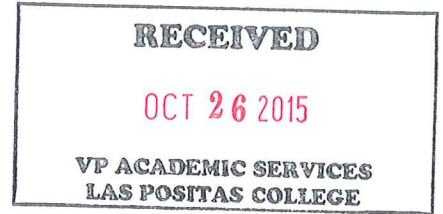


Instructional Equipment Request
2015-16

Fall 14



SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Costume Reference Books

Equipment Location: 4112

Name of Requestor: Titian Lish

Division/ Unit: ALSS/Theater

SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

The equipment is: A replacement An upgrade New equipment/technology

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

Multiple reference materials for Costuming and the Costume Shop, related to fabric identification, care, patterning, and handling.

SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

Specifically, THEA 51: Intro to Costume Design, THEA 48C Technical Theater in Production: Costuming. Both of these courses are on our CTE program list (for FALL 2016 start) and the costuming class is a part of our AD-T in Theater.

Is this equipment included in your Program Review? Yes No

If yes, please cut and paste the appropriate wording here. If not, explain why.

At the initial writing of the Program Review the need had not been identified. THE PPU Update for 2015 was heavily focused for SLO and did not specifically identify equipment or upcoming funding needs as a needed update.

SECTION 4: TEACHING AND LEARNING

Describe in some detail the impact this equipment will have on teaching and learning.

Impact on teaching: *These texts will help the instructors (who many not have extensive background in costuming, per se) develop and communicate a clearer understanding of the technical specifications for pattern making, fabric quality, and care.*

Impact on learning: *Students will develop a clearer understanding of the technical specifications for pattern making, fabric quality, and care.*

Per academic year, this equipment will impact:

02 Number of classes or sections
40 Number of students

SECTION 5: OUTCOMES (SLOs)

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

As students are developing their skill sets in theoretical costume design, they must also develop an understanding of practical care and fabric use. Failure to do so could limit their success in professional costuming or technical theater fields.

SECTION 6: LPC PLANNING PRIORITIES

Please address how this equipment will serve the current LPC planning priorities.

"Provide necessary institutional support for curriculum development and maintenance". – Reference materials and texts speak to the ongoing work we are doing in the theater department to constantly be updating and maintaining the most relevant theater curriculum that we can, both academically and technically.

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

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

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below.

Approx \$0

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below.

No new storage is needed. It will be stored in the Costume shop – 4112.

Part A: Initial Start-up Costs		Costs	Comments
Equipment or Materials	122.08		
Shipping or Delivery charges	3.99		
Installation costs	0.00		
Costs to modify facilities	0.00		
Vendor Discount	0.00		
Any Other Costs-training, etc.	0.00		Specify
Local Sales Tax	2.22		Included in equipment
Grand Total Costs =	\$ 128.29		Click the \$ and press F9 to calculate the grand total

A completed purchase order(s) and quote(s) for this total cost must be attached.

Part B: On-going Annual Operating Costs

Costs

Annual service or maintenance contract	\$0.00	
Estimated parts replacement each year	\$0.00	
Outside standardization or calibration costs	\$0.00	How often?
Storage costs	\$0.00	
New supply costs	\$0.00	
Any other costs, including labor	\$0.00	Specify
Annual Operating Costs =	\$0.00	

Part C: Incremental Labor Costs

Please describe who will be the key operator and who will perform the maintenance & repairs.

The primary operators will be the costume design instructor, the technical theater instructor, and students under their supervision.

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

No training necessary.

Estimate the amount of time required in a month to perform this maintenance or operation

none

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

These texts will last many years, as most books do.

Funded requestors will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer related equipment & printers must be reviewed by LPC IT Department

IT Department Authorized Signature: _____

Signatures:

Requestor

Rev 05 27 15

12/19/15



Dean/Manager




Vice President

Checkout (5 items)

1 Shipping address 

[Change](#)

2 Payment method 

[Change](#)

Billing address: Same as shipping address. [Change](#)

Add a gift card or promotion code

3 Review items and shipping

Estimated delivery: Oct. 20, 2015 - Oct. 21, 2015

Items shipped from Amazon.com



The Perfect Fit (Singer Sewing Reference Library)

by Incorporated The Editors of Cy De Cosse

\$16.00 Free shipping for Prime members

Sold by: generalshopper

Condition: Used - Good

Quantity: 1 [Change](#)

and see other gift options

Choose your Prime delivery option:

FREE Standard Shipping (4-5 business days)

Get a \$1 credit for digital books, music, movies and TV shows

Choose FREE No-Rush Shipping and receive a \$1 credit towards your next purchase or rental of select Amazon Instant Video, digital music, or eBooks when this order ships.

Guaranteed delivery date: Oct. 14, 2015 If you order in the next 57 minutes and 38 seconds ([Details](#))

Items shipped from Amazon.com



Complete Guide to Size Specification and Technical Design: Spiral

by Paula J. Myers-McDevitt

\$23.75

Sold by: Birdknowsbest

Only 1 left in stock.

Condition: Used - Good

Quantity: 1 [Change](#)

and see other gift options

Choose your Prime delivery option:

\$16.97 One-Day Shipping (1 business day)

FREE Two-Day Shipping — get it **Wednesday, Oct. 14**

FREE Standard Shipping (4-5 business days)

FREE No-Rush Shipping (5 business days)
Get a \$1 credit for eBooks, digital music and videos. [Details](#)



More Fabric Savvy: A Quick Resource Guide to Selecting and Sewing Fabric

by Sandra Betzina

\$18.98

Sold by: Amazon.com LLC

Only 19 left in stock (more on the way).

Quantity: 1 [Change](#)

and see other gift options

Patternmaking for Fashion Design

by Helen Joseph Armstrong

Place your order

By placing your order, you agree to Amazon.com's [privacy notice](#) and [conditions of use](#).

Order Summary

Items (5):	\$122.08
Shipping & handling:	\$3.99
Total before tax:	\$126.07
Estimated tax to be collected:*	\$2.22

Order total: \$128.29

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. ([Why aren't all my items eligible?](#))



\$62.95

Sold by: Powers Emporium

Only 1 left in stock.

Condition: Used - Very Good

Quantity: 1 [Change](#)

[Add a gift receipt](#)

and see other gift options

Estimated delivery: Oct. 19, 2015 - Nov. 3, 2015

Items shipped from owlsbooks



Fabric Savvy: The Essential

Guide for Every Sewer

by Sandra Betzina

\$0.40

Sold by: owlsbooks

Only 1 left in stock.

Condition: Used - Good

Quantity: 1 [Change](#)

Gift options not available.

Choose a delivery option:

Expedited Shipping — get it Oct. 15-22

Standard Shipping — get it Oct. 19-Nov. 3

[Place your order](#)

Order total: \$128.29

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LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.


Amazon NAME OF STAFF MEMBER	DATE WRITTEN 10/12/2015	DATE REQUIRED 8/11/2015	DIVISION/DEPARTMENT THEATER/ALSS	FOR INVENTORY PURPOSES INCLUDE ROOM # WHERE EQUIPMENT WILL RESIDE: 4112	FOR OFFICE USE ONLY RETURN COPY OF REQUISITION TO:
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DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	EXTENDED COST
Reference Books		ea	1	\$ 122.08	\$ 122.08
Deliver To:	Las Positas College 3000 Campus Hill Drive Livermore, Ca 94551				
Comments:					
Subtotal				\$ 9.579	\$ 122.08
Tax				\$ 0.0975	\$ 11.60
Shipping (if available):					\$ 3.99


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

ACCOUNT #	FUND	ORG	ACCT	PROGRAM	BUSINESS OFFICE
					Business Office

APPROVALS



Supervisor/ Coordinator/ Director



Dean/VP/ President

TOTAL COST \$ 128.29

139.67