

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R 333-15885

FOR REIMBURSEMENT: List payee name & W# TAX ID#
 SUGGESTED VENDOR **Apple for Education**

FOR OFFICE USE ONLY
 RETURN COPY of REQUISITION TO:
 Janet Brehe Johnson

NAME OF STAFF MEMBER: Janet Brehe Johnson
 DATE WRITTEN: 11-Mar-16
 DATE REQUIRED: 30-May-16
 DIVISION/ DEPARTMENT: ALSS
 For inventory purposes include room # where equipment will reside: 4231

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
15-inch MacBook Pro with Retina display		1	\$ 2,929.00	\$ 2,929.00
2.8GHz Core				\$ -
Intel Core 17				\$ -
1TB PCIe -				\$ -
Flash Storage				\$ -
Backlit Keyboard (English)				\$ -
Accessory Kit				\$ -
				\$ -
				\$ -
Recycle Fee				\$ 4.00
				\$ -
				\$ -
Vendor Information/ Remit To:				\$ -
Deliver To, include room # (optional):				\$ -
Order online: Apple.com				\$ -
Apple for Education				\$ -
Free shipping				\$ -
				\$ -
				\$ -
				\$ -

Comments: Spring - 06
 If you don't want to deliver to my office, this item can be delivered to Dean Don Miller.
 BT#

Subtotal	\$	2,933.00
Tax	\$	0.0975
Shipping (if available):	\$	-

TOTAL COST \$ 3,211.26

ACCOUNT # 33311e - 33300
 FUND ORG ACCT PROGRAM

Business Office

APPROVALS
 Janet Brehe Johnson
 Supervisor/ Coordinator/ Director

Dean/ VP/ President
 3/15/16

Education Store Home | Exit

Items in Your Bag



15-inch MacBook Pro with Retina display

\$2,929.00

1

\$2,929.00

Order today, delivers: Mar 17 - Mar 21 - Fastest | Mar 21 - Mar 23 - Free

Remove
Part number: ZORG

Hardware

- 2.8GHz Quad-core Intel Core i7, Turbo Boost up to 4.0GHz
- 16GB 1600MHz DDR3L SDRAM
- 1TB PCIe-based Flash Storage
- Intel Iris Pro Graphics + AMD Radeon R9 M370X with 2GB GDDR5 memory
- Force Touch trackpad
- Backlit Keyboard (English) & User's Guide
- Accessory Kit

Show All Details

Software

- Pages, Numbers, Keynote
- Photos, iMovie, GarageBand
- OS X

Recycle fee

\$4.00

Bag Subtotal **\$2,933.00**
 Free Shipping **\$0.00**
 ? Estimated Tax **\$278.26**

Total \$3,211.26

Up to 12 months of special financing

Save Bag | New Saved Bag

Continue Shopping

Recommended for You



AppleCare Protection Plan for MacBook Pro - Auto-enroll

\$239.00

Add To Bag



Microsoft Office 365 Personal (1-year Subscription; 1 License)

\$69.95

Add To Bag



Apple USB SuperDrive

\$79.00

Add To Bag



AirPort Extreme

\$179.00

Add To Bag

Questions

When will I get my items?

Can I pick up my items at an Apple Store?

What payment methods can I use?

We'll provide delivery dates when you enter your shipping information during checkout. Learn more about [Shipping & Pickup](#).

items at your local Apple Store. You'll see more options during the checkout process. Learn more about [Pickup](#).

checkout. Please note that PayPal, Apple Store Gift Cards, and financing options may not be available for all products. Some customers may qualify for other forms of payment — call 1-800-MY-APPLE for more information. Learn more about [Payment & Financing](#).

How is sales tax determined for my order?

The tax listed on the Bag and Checkout pages is an estimate. Your invoice will reflect the final total tax, which includes state taxes, local taxes, and any applicable fees. Learn more about [Payment & Pricing](#).

Does Apple offer an education discount?

Apple offers special pricing for students, teachers, administrators, staff members, and homeschooling programs. If you think you qualify, visit the [Apple Store for Education](#) to place your order. Learn more about [Payment & Pricing](#).

What financing options are available?

There are two financing options available: the education loan with the Citizens One Payment Plan, or get special financing with Barclaycard Visa with Apple Rewards.

*The minimum loan amount is \$399. The APR ranges from 11.99% to 19.99% depending on your credit rating and loan amount.

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Laptop

← REPLY ← REPLY ALL → FORWARD ⋮

Mark as unread



Stephen Gunderson

Tue 2/23/2016 8:32 AM

To: Janet Brehe;

Hi Janet,

You put it in under instructional equipment anyway just in case. I no longer have the budget since measure B is coming to an end.

Steve



Janet Brehe

Mon 2/22/2016 7:48 PM

Sent Items

Mark as unread

Hi Steve,

This is just a reminder to order a Mac Powerbook 15" with as much memory as money allows in your next Apple order. My current Mac Powerbook laptop is due for an upgrade.

If you know that you cannot order this request by the end of this academic year, should I put in for it through the Instructional Equipment funds? I can do that, but I'd be concerned I'd get turned down just because it's equipment that is supposed to be on the equipment to be upgraded list.

Let me know. Thanks!

Janet

Instructional Equipment Request
2015-16

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Request for a replacement laptop

Equipment Location: 4231

Name of Requestor: Janet Brehe Johnson

Division/ Unit: ALSS/Speech

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)

This equipment request is for a MacBook Pro laptop to replace my current MacBook Pro laptop that is now six years old. The replacement time is supposed to be 4 – 5 years, and my current laptop has passed that time period and is showing many signs of aging. It is high time to replace my laptop before a computer crisis happens. I've requested a replacement through Steve Gunderson, and he has told me that he no longer has funding for it. (See attachment.) Because a large part of my job is often travel, the College has provided a laptop for me (and my full-time colleagues) for the last 25 years. (Yes, my first laptop was huge!) I have always used Apple products; in fact, technology-wise, I live by Apple products and cannot function well with a standard PC. Thankfully, the College has always provided me with a MacBook Pro. I need a MacBook Pro instead of a basic MacBook because I extensively use graphics, iMovie and Photoshop, and a MacBook Pro is more suited for the work I do. My laptop is instrumental to my teaching success, and I'm glad that one of the main priorities for Equipment grants are to replace outdated technology.

SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

It supports the Speech and Forensics programs at Las Positas College.

Is this equipment included in your Program Review? Yes No

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

Because the request is for a replacement, not new equipment, the request is not in the Program Review. It was assumed that outdated equipment is in the cycle to be replaced.

SECTION 4: TEACHING AND LEARNING

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

Impact on teaching: This equipment is integral to my teaching. I use it everyday to create lectures, assignments, presentations, videos, movies, flyers, scripts, edit papers, speeches, research, send emails, and, of course, connect with students, personnel, and administrators.

Impact on learning: Because the laptop is mobile, I'm able to take it places to connect even more directly with students. Besides the learning that comes from the above list of teaching impacts, I'm able to sit with students anywhere—tournaments, coffee shops, on campus, etc.—and critique speeches with them or Skype with them to help them learn specific presentational and performance techniques. I also use it to help run

tournaments and create our performance evenings where hundreds of students learn more about speaking skills.

Per academic year, this equipment will impact:

10 Number of classes or sections

300 Number of students

plus hundreds who attend tournaments or Speech Performance Nights

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?

This equipment is essential to me to help students have successful learning outcomes. It is truly the vehicle through which my educational plan for my students flows. Without it, I would be extremely handicapped. I use Blackboard in my classes, and having a laptop with the ability to connect with students anyway is vitally important. For students to learn how to perform successfully, present successfully, and become better communicators, I need, as a teacher, a laptop to be able to create the needed materials and connect with them anywhere I am. My laptop makes me a much stronger instructor.

SECTION 6: LPC PLANNING PRIORITIES

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

To LPC, technology and strong teaching are vital components. I'm asking for a replacement so that I can maintain, and even improve upon, my level of instructional excellence.

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

What is the potential life span of the requested equipment?: 5 – 6 years

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

Very little extra cost is involved. My current laptop only had to be seen by our IT department once to receive an upgrade of the system. I take great care of my laptop and am very protective of it.

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. The laptop would reside in my office #4231, my home, and anywhere I am traveling to. That's why it's a laptop! No additional costs would be incurred.

Part A: Initial Start-up Costs

	Costs	Comments
Equipment or Materials	\$2,929.00	
Shipping or Delivery charges	0	Free shipping
Installation costs	0	It comes with some software installed. The IT department would have to install some basic software, like the Office Suite. (Word)
Costs to modify facilities	0	

Vendor Discount	?	I've used Apple for Education for the request, which is discounted.
Any Other Costs-training, etc.	\$4.00	Recycle Fee
Local Sales Tax	\$278.26	
Grand Total Costs =	\$3,211.26	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.

It is attached.

Part B: On-going Annual Operating Costs

Costs

Annual service or maintenance contract	\$ 0	
Estimated parts replacement each year	\$ 0	
Outside standardization or calibration costs	\$ 0	How often?
Storage costs	\$ 0	
New supply costs	\$ 0	
Any other costs, including labor	\$ 0	Specify
Annual Operating Costs =	\$ 0	How will costs be paid? No annual costs.

Part C: Incremental Labor Costs

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

I do not believe there will be additional annual costs. If the computer does have maintenance issues, our IT department would do what they can to repair the computer during their normal working hours. If the IT

department believes that I should have a AppleCare Protection Plan for the MacBook Pro, it is an additional \$239.00. I do not believe it is necessary. The College has provided four MacBook Pro laptops for me over my career, and I have never had major issues with any of them.

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?

Yes, they are trained. Yes, maintenance, operation, and repair is currently within their scope of duties.

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

None per month.


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


Because I'm able to use Blackboard through my laptop, I no longer make hard copies of assignments for students, which saves money and resources.

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

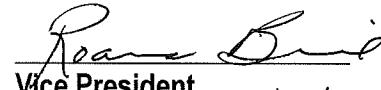
IT Department Authorized Signature: _____

Signatures:


Requestor
Date Originated: 3-11-16



Dean/Manager
Date Received 3/16/16



Vice President
Date Received 3/18/16