



Division of Student Success

MSC 3CEL
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-8231
fax: 575-646-2044

Request for Equipment Renewal and Replacement Form

The Division of Student Success receives an annual allocation of Equipment Renewal and Replacement funds. The purpose of these funds is to purchase new or replacement capitalizable equipment. Capital equipment refers to: a movable asset, valued at \$1,000 or more, with a useful life of one year or more, not permanently affixed to a building. Any department within the Division of Student Success may request one-time funds from this source.

Procedures to Request Equipment Renewal and Replacement

1. Complete the enterable fields in the **Request for Equipment Renewal and Replacement** form.
2. Develop a budget proposal to support the request (see Budget Proposal Example below).
3. Obtain approvals and signatures.
4. Submit the completed form and budget proposal to the **Vice President of Student Success**.

Form Instructions by Field

1. Enter the current date.
2. Enter the name of your department such as "Center for Academic Success".
3. Enter your name, phone, and e-mail address.
4. Enter the amount of the request.
5. Indicate the date funds are needed.
6. Provide a description of what the funds are to be used for.
7. Provide an explanation as to how the request is tied to departmental/unit/division goals. Include an impact statement and cost/benefit information when available.
8. Obtain approvals and signatures of your **Department Head** and your **Associate/Assistant Vice President** or **Dean of Students**.

Form Routing and Decision Notification Process

The **Vice President of Student Success** will indicate whether the request is approved, partially approved (and indicate the amount that is approved), or not approved, and sign the form prior to submitting it to the **Assistant Vice President for Budget and Planning** for processing. An e-mail notification will be sent to the requestor indicating the status of the request.

Budget Proposal Example

The budget proposal should be an itemized list indicating specific items and their estimated cost. For example, a request to replace out dated and non-operating ITV classroom equipment for the broadcast and recording of live interactive two-way video distance education classes could look like this:

| | |
|---|-----------------|
| CP Servo Pan Camera / Tilt Head | \$14,250 |
| CP Servo Camera Power Source | \$ 390 |
| CP Servo Camera Controls | \$ 430 |
| CP Lens Control Option | \$ 530 |
| 18 ft. Power/Data Cable | \$ 360 |
| Commissioning \$600/day for 2 days | \$ 1,200 |
| <u>On-Site Labor \$1,200/day for 2 days</u> | <u>\$ 2,400</u> |
| Total Request | \$19,560 |

Spending

If your request is approved, the purchase will have to be made from an index in your department. The expenses will be transferred to the central VPSS equipment renewal and replacement index upon issuance of full payment to the vendor. Please plan accordingly.



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Instructions: A department within the **Division of Student Success** may request Equipment Renewal and Replacement by filling out this form, obtaining the required signatures, and submitting the original signed copy along with a budget proposal to the **Vice President of Student Success**.

Date *mm/dd/yyyy*

Department Name

Employee Name

Employee Phone *999-9999*

Employee E-mail Address

Request Amount

Date Funds Are Needed *mm/dd/yyyy*

Description of Request

Explanation of what the funds are to be used for.

Request Justification and Impact

Explanation as to how the request is tied to departmental/unit/division goals. Includes impact statement and cost/benefit information when available.

Signatures

Department Head **Date**

Associate/Assistant Vice President or Dean of Students **Date**

For Internal Use only

Approved
Partial Approval \$ _____
Not Approved

Comments:

Vice President of Student Success **Date**

AVP of Budget and Planning **Date**