CUYAMACA · COLLEGE ·

Resource & Operations Council Resource Requests
Frequently Asked Questions

1. **What types of requests should be submitted on the "Supplies, Equipment, Furniture, and Other" request form?**

This is the form used to request supplies, furniture, equipment (under $10,000 and non-technology), and other requests. A "supply" is a material item of an expendable nature that is consumed, wears out, or deteriorates in use. "Equipment" is tangible property with a purchase price of at least $200 and has a useful life of more than one year. "Other" refers to all non-operational requests that do not fall under staffing, technology, or facilities requests.

For department operational needs, please discuss the request with your dean before submitting the ROC "Other" request form.

2. **What types of requests should NOT be submitted using the "Supplies, Equipment, Furniture, and Other" request form?**

Sometimes, program review authors use the "Supplies, Equipment, Furniture, and Other Request Form" for requests that do not fall under this purview. Please do not use this form to request permanent budget augmentation, staffing requests or requests that pay people to do work on specific projects (stipends), on-going requests that are part of your department or program's basic operating costs, facilities or equipment requests that would total over $10,000, and low-dollar amount supplies that could potentially be covered by your dean's office (for example, poster paper and markers).

3. **What is the process for submitting a "Supplies, Equipment, Furniture, and Other" request form?**

First, ROC suggests that all program review authors have a discussion with their deans about their department's goals and what resources are needed to meet those goals. If any of those resources are appropriate for the "Supplies, Equipment, Furniture, and Other" request form, the program review author should do some research and obtain a realistic quote for the price of the supplies or equipment. Once program review authors have a realistic quote, they should fill out the "Supplies, Equipment, Furniture, and Other" request form as completely as possible. ROC also highly recommend that program review authors first share this and all other requests with their deans at least two weeks before submitting their program review and request forms.

4. **What does ROC do with the forms once they get them?**

The "Supplies, Equipment, Furniture, and Other" request forms are collected by Program Review and then forwarded to ROC committee members. ROC co-chairs do an initial review, and if any of the

requests are for supplies and equipment that do not fall under purview, send them back to the program review authors so that the requests can be routed to the appropriate ranking committee. Then, ROC committee member receive the resource requests, along with their accompanying program review, and evaluate the requests according to the rubric. All ROC committee members meet to discuss and rank the requests. Finally, at the end of the spring semester, ROC sends the ranked list of resource requests to College Council, which ultimately decides which requests will be funded.

5. **How detailed does the quote need to be on the "Supplies, Equipment, Furniture, and Other" request form?**

Program review authors do not need to submit an official quote, especially if the quote is difficult to obtain. However, ROC does need to have a realistic idea of how much the supplies/equipment would cost in order to rank the requests. ROC does not make actual funding decisions; the purpose of the committee is to evaluate and rank the requests and then send that information to College Council, which does make funding decisions. However, having an estimate of the cost of the request does help ROC committee members rank the requests.

6. **What does ROC expect to see on the completed "Supplies, Equipment, Furniture, and Other" request form?**

ROC committee members do want to see a completed form, with as much information as possible, so that they can accurately rank the requests. Program review authors are advised to provide a complete description of the resources being requested and a realistic estimation of the cost of the resources. In the "Justification of Request" section of the form, program review authors should select all of the criteria that apply and provide information about how the request meets each of those criteria. Each of the criteria are in the ranking rubric, thus it is important for program review authors to address the applicable criteria as completely as possible. Also, ROC expects to understand the program's goals and now the specific request would help the program meet those goals. Finally, ROC also expects that programs are developing activities that will help the college reach its anti-racist and equity goals, and takes that into consideration when ranking requests. ROC advises that program review authors clarify, in as much detail as possible, how the activities that the resource requests support will help the college meet its goals.

Please see the [Resource and Operations Council intranet page](#) for more information.