

# Cañada College Program Review Resource Request Reference Quick Guide

To request resources in [SPOL](#):

1. Click on blue 'Resources Required' button within the 'Action Plans & Resources Required' window

Action Plans & Resources Required

Start Date: 01/11/2017    Type: Resource Request    Priority Level: High    Order: 1

End Due: 06/30/2017    Completed Date:    Status: New    Budget: \$0

Describe the Action Plan:  
Enter description here

Remarks  
There are no records to display

Resources Required    Responsible Party    Save    Delete    Close

2. Click 'New'

List Budget Items for this Task

Resources Required    Edit    New    Close

2016-2017 (Current)

There is no enhanced budget data found for this planning year.

3. Identify the program and type of resource

New Enhanced Budget Non-Forecast Detail

Identify New Resources Required

Program  
Administrative Services

Type of Resources  
Supply - Supplies (Items less than \$5,000) (Foreca...)

Next

- **Program:** Select your program from the drop down list
- **Type of Resource:** Select the type of resource request from the drop down list.
  - **Facilities:** Includes requests for new facilities or facility improvements. Examples of facility requests include: program space needs, new flooring, or replacement of large equipment.
  - **Contract Services:** Includes requests for independent contractors or service vendors beyond what the program/department current budget can cover.
  - **Equipment:** Items with a single unit cost greater than \$5,000. Examples of equipment requests include: x-ray machine, batting cages). If equipment will require additional resources (power, removal of existing equipment, etc.) please provide these details in your request.
  - **Supplies:** Includes new items with a single unit cost less than \$5,000 that are not currently budgeted by the program/department.
  - **Subscriptions and memberships:** Includes subscriptions for resources, materials, or services. Membership requests can only be for institutional memberships and must follow district guidelines. Individual memberships are not allowed.
  - **Professional Development:** Includes requests for professional development funds that are not currently budgeted by the program/department.
  - **Instructional Personnel:** Includes requests for new instructional personnel
  - **Non-instructional Personnel:** Includes requests for non-instructional personnel
  - **Information Technology (IT):** Includes requests for new IT equipment (computer, laptop, printer, and scanner). Replacement of existing IT equipment does not need to be submitted as a resource request. Please work with IT directly for replacement items.
  - **Other:** Includes items not covered by all other resource request categories. Please check with the budget office prior to using this category.

### Program Review Resource Request Tips

- Resource requests should tie to a planning objective.
- Resources should be tangible items that can be funded. Non-tangible requests (e.g., scheduling or curriculum development) are not meant to be included as a resource request.
- Provide details about your request. This allows the review process to go quicker and helps with prioritization of requests.
- The college has a number of tutorials about program review [online](#). There are videos and guides!
- Ask questions! If you have questions about your resource requests, ask your supervisor, Dean, or VP.

#### 4. Complete 'Resources Required' box

New Enhanced Budget Non-Forecast Detail
X

## Resources Required

<b>Planning Year</b>	<b>Resource Type</b>	<b>Program</b>
2016-2017	Supply - Supplies (Items less than \$5,000)	40000 - Administrative Services

**Action Plan:**  
Don't know yet

**Priority** **Item Name**

Medium Widgets

**New/Repair/Replacement** **Are taxes included?** **Is shipping included?**

New  Yes  No  Yes  No

Proposed			Approved		
# Needed	Unit Price	Total Cost	# Approved	Unit Price	Total Cost
400	\$9	\$3,600			

**Description (including vendor and catalog/item number)**  Not Funded

Widgets are needed for all college employees to hold their employee ID cards. The current widgets are not fashionable and boring. New widgets can be purchased from [Zazzle](http://www.zazzle.com/metal_widgets_badge_holder-256993395421455712). Link to item: [http://www.zazzle.com/metal\\_widgets\\_badge\\_holder-256993395421455712](http://www.zazzle.com/metal_widgets_badge_holder-256993395421455712).

This request supports the overall college mission and goals by providing the supplies necessary for employees to carry their ID cards with them.

NOTE: THIS IS AN EXAMPLE ONLY. WE DO NOT PLAN ON PURCHASING THESE ITEMS. THE DISTRICT PROVIDED ID CARD HOLDERS ARE PERFECTLY FINE.

Save
Delete
Close

- **Priority:** Indicate level of priority (Low, Medium, and High). The level of priority should reflect need related to the program's goals and objectives. For example, a high priority would indicate something 'mission critical'. Medium priority indicates something is important, and low priority would indicate something that is more of a 'want' than a 'need'.
- **Item Name:** The item name should reasonably identify what the item is. Please do not use item numbers (eg., Student Microscope instead of 40X-1000X)
- **New/Repair/Replacement:** Indicate if the request is for a new item, repair of an existing item, or replacement of an existing item. For new items, please indicate in the description if the purchase is a one-time expense or on-going. For repair and replacement items, please indicate when the existing item was purchased. For replacement items, keep in mind 'replacement' means the new item would be consistent with the previous item (not 'more, bigger or better').
- **Taxes Included :** Indicate if the request amount includes taxes
- **Shipping Included:** Indicate if the request amount includes shipping costs

- **# of items needed:** Indicate the number of items requested
- **Unit price:** Indicate unit price. A unit price must be included for the request to be considered. Please make every effort to get an accurate price for items requested. The exception for this requirement include the following request categories: IT and Facilities. For these requests, please enter an amount of \$1. The budget office will work with the IT and Facilities departments to obtain quotes.
- **Total cost:** This amount will be calculated automatically based on the # of items needed and unit price.
- **Description of item:** Please describe the individual resource requested and indicate if the expense is one-time or on-going. Also include how the request supports the mission of the college, strategic goals, and/or program mission. If applicable, explain the relationship of the resource recommendation to Learning Outcomes and overall institutional effectiveness. If there are safety/liability concerns, legal, or accreditation mandates related to the request, please indicate this information and provide any supporting documentation.

5. Click SAVE, then CLOSE

The screenshot shows a web application window titled "List Budget Items for this Task". The window has a toolbar with "Edit", "New", and "Close" buttons. A red arrow points to the "Close" button. Below the toolbar is a section titled "Resources Required" with a sub-section for "2016-2017 (Current)". A table displays budget data:

GL Code	Budget Account	Description	Amount	Approved
Supply	Administrative Services	Widgets	\$3,600.00	\$0.00

Below the table is a large text area containing the following text:

**JUSTIFICATION:** Widgets are needed for all college employees to hold their employee ID cards. The current widgets are not fashionable and boring. New widgets can be purchased from Zazzle. Link to item: [http://www.zazzle.com/metal\\_widgets\\_badge\\_holder-256993395421455712](http://www.zazzle.com/metal_widgets_badge_holder-256993395421455712).

This request supports the overall college mission and goals by providing the supplies necessary for employees to carry their ID cards with them.

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6. Continue adding resource requests until complete