Capital Equipment Changes For the School Year

From:
Department:

        Substitutions*
        Additions*

Because of changes in program needs, the following item(s) of capital equipment should be added to the department’s approved capital equipment list:
1.)
2.)
3.)
4.)
5.)

Funding for the above item(s) will be from the following source:

Because of changes in program needs, the following item(s) of capital equipment should be added to the department’s approved capital equipment list as a substitution for the item(s) being deleted below:
1.)
2.)
3.)
4.)
5.)

Items to be deleted from the department’s approved capital equipment list:
1.)
2.)
3.)
4.)
5.)

Approvals:
        Department Coordinator:_______________________________________
        Division Chairman:_____________________________________________
        Vice President:________________________________________________

*See Policy and Procedures, policy 6-2 for instructions