Sacramento City College
EQUIPMENT (Unit Cost over $200)
Budget Request

Funding Year ______

<table>
<thead>
<tr>
<th>Division/Area</th>
<th>Division Priority</th>
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</thead>
</table>

Note: The Budget Committee Develops a MASTER list for instructional and non-instructional equipment, independent of funding source. Equipment is defined as tangible property which can be used for a year or more without material change in form or appreciable impairment of physical condition and has a purchase price over $200 including sales tax. Examples include vehicles, computers, machinery and instruments. See Appendix (Chart of Accounts) in ASPM and/or the Purchasing Manual for further clarification of "Equipment."

Please provide an accurate estimate for the cost of the item(s), including vendor information, sales tax (7.75% - even if coming from out of state) and shipping costs. Include the location where the item(s) will be housed.

<table>
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<tr>
<th>Item Requested</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

Rationale: Tie to Strategic Planning Theme(s)

Reviewed By: ___________________________ Date: __________

Department Chair ____________________________________________

Area Dean / Manager __________________________________________

Area Vice President __________________________________________

Submit one Blue form to appropriate Vice President.
See Section 8.5 in the ASPM and/or Purchasing Manual for additional information.