

Library and Learning Resources Division

Supplies and Equipment Request (internal use only)



Date:	Department:		
<u>Requestor Info:</u>			
Name:	Extension:		
<u>Request info:</u>			
Vendor :	Info Attached:		
Item Description:	Qty:	Unit Price:	
Rationale:			
Vendor:	Info Attached:		
Item Description:	Qty:	Unit Price:	
Rationale:			
Vendor:	Info Attached:		
Item Description:	Qty:	Unit Price:	
Rationale:			

Recommendation for Approval Only

Department	Date:
Chair / Manager:	
Comment:	

Division Office Use only

Division Dean:	Approved:	Date:
Comment:		

LIBRARY AND LEARNING RESOURCES DIVISION

Internal Supplies and Equipment Request Procedure

This procedure is to request supplies, materials, software, online access, furniture, equipment, and any work related needs. The requestor is also responsible for providing supporting documentation for the immediate manager's and dean's review. The request form can be found on the LLR division homepage.

<http://www.mtsac.edu/llr/>

(Note: Except general office supplies, the designated staff will check the inventory and re-stock the supplies periodically.)

Requestor:

The requestor must fill out the form and attach any supporting information, i.e. online shopping cart, printed item description, a quote (with vendor and/or college staff contact info), along with the rationale for requested item. Then forward the request to your chair or immediate manger as listed below for review.

Meghan Chen: Division Office, Library (Acquisitions, Cataloging, Circulation, and Periodicals),
Distance Learning, Online Learning Support Center

Bailey Smith: Learning Assistance Center, Learning Lab, Learning Assistance Resource Center,
Tutorial Service

Ema Burman /

Michelle Sampat: Learning Assistance Faculty

LeAnn Garrett: Library Faculty

Review Process:

1. Manager / Chair:
 - a. Deny
Return the request to requestor.
 - b. Recommendation for Approval
Forward with rationale for recommendation to Division Dean for approval.
2. Division Dean:
 - a. Deny
Return the request to Manager / Chair with comment.
 - b. Approve
Division office will process according to District Purchasing procedure.