

TIPS FOR COMPLETING YOUR INSTRUCTIONAL EQUIPMENT AND MATERIALS REQUESTS

Please include how each request aligns with our **Education Master Plan** and one, or more, of the following: Program Review Goals, Learning Outcomes (SLO, PLO, ILO), College/District Priorities.

Please do NOT use the instructional equipment and instructional materials requests if you are requesting a budget augmentation for your program for the purposes of attending conferences, printing brochures, purchasing software that is NOT classroom related, expanding your services, etc. Please complete the section titled “Budget Augmentation”.

- ☼ Please list whether your item is considered either instructional equipment or materials in the appropriate field. Definitions for each are listed on the next page to help guide you in making this decision. You will not be able to move forward with your request if this field is not completed.
- ☼ In the description field, please be as specific as possible. For example, if your request is for software, is it cloud-based software? Or is it software that you download (software licenses)? If your item is a test, is it an online test, or hard copy? Will your items have an annual license, warranty, or maintenance fee?
- ☼ Please note, items that only you as a faculty member are using for self-enrichment do not qualify and should not be included in your resource requests. Examples include: books, software, or any other self-enrichment items.
- ☼ When requesting any computer-related equipment (computers, laptops, printers, software, document cameras, media projectors, tablets, etc.), please contact ITS to generate a quote for you. Visiting websites like Office Depot for equipment prices is not accurate because warranties for these items need to be included. Our ITS technicians will be able to provide you with a comprehensive quote, in which you can include the total cost on your request form. **No requests for computers for individuals should be put on this form.**
- ☼ As a reminder, when you are researching items to find out the cost, please remember to factor in tax (current rate for the city of San Mateo is 9.625%) and any other fees associated with your item (shipping and handling, freight, installation, etc.).
- ☼ **Please complete each of the fields as accurately as possible. Each item must have a cost entered on the form in order to be considered for funding allocation. Items that do not have a cost entered will not be considered. Please see the example below.**

Equipment or Materials	Description	Qty	Price Per Unit	Subtotal	Tax (9.625%)	Other Fees (shipping, handling, freight, installation, etc.)	Total Cost
Materials	MBTI Test (Online Test)	200	\$18.00	\$3,600.00	\$0.00	\$0.00	\$3,600.00
Equipment	Auray zippered pouch for microphones	3	\$15.99	\$47.97	\$4.62	\$11.99	\$64.58
Equipment	Leica student microscopes	2	\$2,247.00	\$4,494.00	\$432.55	\$90.00	\$5,016.55
Equipment	SIM Manikin (annual warranty fee required)	1	\$20,000.00	\$20,000.00	\$1,925.00	\$500.00	\$22,425.00

DEFINITIONS

Instructional Materials

The definition of instructional materials is in *EC* Section 60010 (h). This law states “‘Instructional materials’ means all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or non-printed, and may include textbooks, technology-based materials, other educational materials, and tests.”

The definition of technology-based materials is in *EC* Section 60010(m)(1). This law states “‘Technology-based materials’ means basic or supplemental instructional materials that are designed for use by pupils and teachers as learning resources and that require the availability of electronic equipment in order to be used as a learning resource...”

Instructional Materials include instructional and non-instructional items that are expendable and quickly consumed or easily broken, damaged.

Examples of Instructional Materials:

Books

Calculators

DVDs

iClickers

Software (Please note, all new software must be approved by ITS. Please visit the [ITS Software Purchase Request Form](#) that lists all the vetted tools for faculty and staff interested in purchasing software as a means for instructional learning.)

Workbooks

Instructional Equipment

Instructional equipment (electronic or otherwise) are items that are considered durable, tangible property with a useful life of more than one year, other than land, buildings, improvements to buildings and furniture.

Examples of Instructional Equipment:

Computers

Film equipment

Lab carts

Microscopes

Whiteboards

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