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COMPLETE

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Page 1: Supplies, Equipment, Furniture, and Other Request Form

Q1 Contact Person:

Name **Julian Kearns**
Email Address **julian.kearns@gcccd.edu**

Q2 Department:

Business

Q3 Title of Request:

Money for Brochures (\$340)

Q4 Location of Request:

Cuyamaca College

Q5 Type of Request:

Supplies

Q6 Description of Request: Please provide a description of the supplies, equipment, furniture or other request. When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

We need money for brochures to support and advertise the program.

Q7 Estimated Cost:

\$340

Q8 Please attach quote, if available

Respondent skipped this question

Q9 Total Cost of Ownership:Can this request be maintained with existing funding sources? If not, please explain your plan to maintain this request. Example: potential yearly service agreements, warranties, and replacement costs.

This request is a pile of brochures. Maintenance costs should be minimal.

Q10 Justification of Request:Please select the applicable criteria and provide the details how the criteria relate to your request.

Program expansion,

Provided details::

We are just trying to publicize the program.

Q11 Program Goal:Please identify the program goal(s) this request would help your program achieve and provide a brief explanation of how it would do so.

This would help us have students, which is a primary program goal. Brochures can make students aware of the program, which is a required step before enrolling in the program.
