**STEP 1:** Gather and create a list of technology and equipment requests from Program Reviews/APU’s.

**STEP 2:** Confirm accuracy of the list, as well as potential categorical funding sources, with Deans and Department Chairs.

**STEP 3:** Remove items that can be funded with categorical funding sources.

**STEP 4:** Review the remaining list of technology and equipment requests to determine a “critical need” list:

Level 1 – Identify “critical need” list based on the three criteria below

* Critical to classroom instruction – instruction would be compromised without
* Can not use redeployed machines
* Meets specific funding requirements (i.e. Instructional Technology and Equipment)

Level 2 – Rank “critical need” list based on the end of life information, meaning that the oldest equipment on the “critical need” list is the first to be replaced

**STEP 5:** Fund technology equipment using the Level 1 and 2 ranking process until the funds available are depleted.

**STEP 6:** Provide list for funding to Roundtable for review and recommendation to forward to President.

**STEP 7:** President provides announcement of final decision and explanations as necessary.