

Berkeley City College
SUPPLY, EQUIPMENT & OTHER NEEDS
BUDGET REQUEST



Department/Program: _____ Budget Request Amount: _____ Semester/Year: _____

Category	2 - High	1 - Medium	0 - Low, Not Applicable (N/A)
Direct Impact/Benefit to Students	Items have a direct impact on student access, equity and success.	Items have an indirect impact on student access, equity and success.	Items do not have an impact on student access, equity and success.
Health & Safety	Items are required for the health and safety of students and staff.	N/A (For this category, there is no medium ranking as this requires a yes/no response.)	Items are not required for the health and safety of students and staff.
Necessity	Items are an integral part of the curriculum or function of the department, program, unit or office.	Items are a somewhat important part of the curriculum or function of the department, program, unit or office.	Items are not an important part of the curriculum or function of the department, program, unit or office.
Degree of Obsolescence/Age	Existing items are obsolete or unusable due to age or have been depleted.	Items are expected to become obsolete or unusable before the next funding period/opportunity for purchase.	Items are relatively new.

Definitions:

- **Supplies:** Items of an expendable nature that are consumed or worn out, deteriorate in use, have a relatively short life, or are easily broken, damaged or lost.
 Examples: Paper, pencils and pens, cleaning materials, tools, and lab materials.
- **Equipment:** Equipment has relatively permanent use, and its purchase increases the value of the physical assets of the college/district.
- **Other:** Memberships, subscriptions, licenses, repairs/maintenance, etc.

Process:

1. TBD
2. TBD
3. TBD