

ISIT/FACILITIES/OTHER EQUIPMENT REQUEST 2018:

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| Program or Service Unit: | Billie Jo Rice – Dean of Instruction Office |
| Submitter: | Billie Jo Rice |
| Extension: | 4936 |
| E-mail: | brice@bakersfieldcollege.edu |

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| Funding Source or needs funding. Please explain | TBD |
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PLEASE NOTE: If you have multiple requests, please submit multiple forms.

Please share as many details as possible such as room location(s), type of equipment and/or software requested. If you have a cost estimate, that would be helpful, we will contact you for more details.

Please share as many details as possible such as room location(s), type of facilities request, remodel or construction request, safety concern, or furniture request.

You will have an opportunity to present your request to the ISIT/FACILITIES OR CTE committee.

I am requesting the following:

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| <p>This office of instruction is only 9 months old and was formed without a budget and as such has had to request surplus supplies from other areas to function (e.g., office printer). Currently, the office printer jams after every 2-3 pages of printing which equates to a significant amount of both the secretary's and dean's time in maintaining the printer to support the needs of the department.</p> |
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