

PORTERVILLE COLLEGE
FY22 - 5 Year Instructional/Library Material Request

Name of Division/Program: _____ Contact Person: _____

Date: _____ Need by Date: _____ Total Amount Requested: _____

How is this request addressed in your program review? _____

Year 5 Requests (2027-28)

Equipment and Furniture

Accts	Item Description	Priority	TOTAL Request	Link to Vision for Success	Link to PC Mission Statement	Link to Strategic Plan Initiative/ Goal #
	Subtotal					

Information Technology

Accts	Item Description	Priority	TOTAL Request	Link to Vision for Success	Link to PC Mission Statement	Link to Strategic Plan Initiative/ Goal #
	Subtotal					

Software

Accts	Item Description	Priority	TOTAL Request	Link to Vision for Success	Link to PC Mission Statement	Link to Strategic Plan Initiative/ Goal #
	Subtotal					

Adaptive Equipment

Accts	Item Description	Priority	TOTAL Request	Link to Vision for Success	Link to PC Mission Statement	Link to Strategic Plan Initiative/ Goal #
	Subtotal					

Library Material

Accts	Item Description	Priority	TOTAL Request	Link to Vision for Success	Link to PC Mission Statement	Link to Strategic Plan Initiative/ Goal #
	Subtotal					

Revisions to Years 1 through 4

Year	Item Description	Priority	TOTAL Request	Link to Vision for Success	Link to PC Mission Statement	Link to Strategic Plan Initiative/ Goal #
Subtotal						

Supervisor/Dean: _____

Vice President: _____ Additional Comments: _____

Notes

NOTES: Instructional Equipment / Library Material / Technology

INTRODUCTION

The Instructional Support program assists districts with their ever-growing need for instructional equipment, library materials, and technology on community college campuses due to aging equipment and inadequate funding. In 2022-23 districts may use all available Physical Plant and Instructional Support program funding for either the repair or replacement of instructional equipment and library materials. Physical Plant and Instructional program funding cannot be used for instructional supplies.

DEFINITION OF EQUIPMENT

The Budget and Accounting Manual (BAM) provides a definitive description of equipment. The Guidelines for Distinguishing Between Supplies and Equipment and Classification of Expenditures by Object is included in the appendix of these Guidelines to assist districts with differentiating between equipment and supplies and determining if the equipment purchase is allowable. A quick definition of equipment versus supply as defined by the Budget and Accounting Manual is:

Equipment – Tangible property with a purchase price of at least \$200 and a useful life of more than one year, other than land or buildings and improvements thereon. (See Appendix, Guidelines for Distinguishing Between Supplies and Equipment.)

Supply – A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

ALLOWABLE ITEMS

Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples, the lists below are not limited to the items shown below. If you have questions about eligible

equipment, please contact the Physical Plant and Instructional Support program Monitor.

Equipment and Furniture

Instructional equipment and furniture for primary use by students in instructional programs.

- Classroom/Laboratory equipment:
- Whiteboard, Projector screen,
- Projector, etc.
- Instructional furniture:
- Desks, Tables, Podium, etc.
- Chairs, etc.

Information Technology

Instructional information technology equipment for student use in classrooms, laboratories, and/or directly assisting students (registration, counseling, student services, etc.).

- Desktops, Laptops
- Monitors
- Printers
- Servers
- Network/Wireless infrastructure
- AV/TV
- Multi-media

Software

Districts may purchase software licenses Physical Plant and Instructional Support program funding. Other permitted software are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software.

- Registration
- Counseling
- Student services
- Learning Management Systems for student use

Adaptive Equipment

Adaptive Equipment is for students who require it, as defined by the American Disabilities

Act/Office of Civil Rights, to assist them in a learning environment. Please see the Definitions Section in the Appendix for examples.

Library Material

- Databases
- Online subscriptions
- Books, Periodicals, Videos, etc.

NON-ALLOWABLE ITEMS: ADMINISTRATIVE OR NON-INSTRUCTIONAL

PURPOSES

Equipment being used for administrative or non-instructional purposes is not allowed.

The following equipment is not allowed:

- Photocopiers
- File cabinets
- Bookcases
- Computers
- Networking infrastructure
- Software licenses

[Click here](#) to view the entire 2022-23 Physical Plant and Instructional Support Guidelines for California Community Colleges.