



Date Received

Approved to Agenda

PERMANENT EQUIPMENT REQUEST

Organization: _____

Account #: _____ Presenter*: _____

Date of Request: _____ Email: _____ Phone: _____

** the person who will be at the two Student Association meetings explaining this request*

WHAT IS "PERMANENT EQUIPMENT"?

Permanent equipment is defined through Student Association Financial Policy as equipment that has a durability span of three (3) or more years and costs \$300.00 or more per unit.

How do I request permanent equipment through the Student Association?

- Attach a detailed typed rationale as to why you assert that your organization is in need of the specific item.
- Attach at least two (2), preferably three (3), price quotes from different retailers/vendors that are of the same exact item. If you have web site/Internet print-outs or magazines/ads, please attach them as well. They are helpful to SA Executive Committee in making an informed decision.
- If purchasing a computer, attach at least one (1) price quote of a comparable item/model to the item you are requesting.
- Submit this completed form by 4:00pm on Thursday in the SA office, C.U. 316 to the Director of Business Affairs for approval and inclusion on the following week's agenda.

Item Requested: _____

Description of Item: _____

Intended use or function of item: _____

PRICE QUOTES

Vendor 1: _____ Price: _____

Vendor 2: _____ Price: _____

Vendor 3: _____ Price: _____

Comparable Item/Model: _____ Price: _____ Vendor: _____

Preferred vendor: _____

State the reasons why you prefer this vendor: _____

State the reasons why you prefer the item you are requesting over the comparable item/model: _____



PERMANENT EQUIPMENT REQUEST (CONT'D)

Shipping costs (if applicable): \$ _____

Are you requesting that SA include shipping costs into this allocation? _____

COST SUMMARY

Preferred vendor's cost: \$ _____

Shipping cost: \$ _____

Total expense: \$ _____

REMINDERS:

- Attach your typed rationale to this document.
- Attach two (2) or three (3) price quotes to this document.
- If purchasing a computer, attach one (1) price quote of a comparable item/model.

This form is not complete until your organization's president signs below, agreeing to the statement:

I have read and understand the Annex B of Financial Policy and, "Policy Regarding the Ethical Use of SA-funded Resources and Equipment." I agree, on behalf of the organization that I represent, to follow the policy and adjust my organization's policies accordingly.

"I approve this request on behalf of the organization that I represent."

(Organization President)