

**NEW EQUIPMENT and SOFTWARE PROPOSAL TEMPLATE**  
**for Submission to**  
**CPS Technology Committee**

**Department:** \_\_\_\_\_

**Fiscal Year Proposed:** \_\_\_\_\_

**First application: (Y/N)**

**Refresh Request: (Y/N)**

**If Refresh, Year built:** \_\_\_\_\_

**Brief Summary of Proposal:**

**Primary Use and Benefits:**

**Management Plan of Equipment (Who is going to take care of equipment):**

**Student Access Policy (what group of students will have access):**

**Desired Timeline for Installation** (need CPS ITC approval if computers or software):

**Address why existing labs or software on campus would not meet your needs:**

**Funding Sources:** (supplies, materials, upgrades, refreshment, etc.)

**Items for Proposal Consideration:**

(Itemized list of software, hardware, peripherals, cables, security, etc. with associated quantity and cost, attach additional sheets if necessary)

<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Comments:**

**Recommendation of the CPS Technology Committee:**

Decision: Approved/Denied

Date: \_\_\_\_\_