



Permanent Equipment Request

Organization: _____

Date Received	Time Received
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Account #: _____ Date of Request: _____

Presenter*: _____

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

Approved to
Agenda

Email: _____ Phone #: _____ - _____ - _____

Please provide the email address and phone number of the presenter in case there are further questions.

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 applicable, 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: _____

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: \$ _____

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

I have read and understand the attached document, "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.

Organization President

Reminders:

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