

BARC REQUEST FORM

REQUESTOR:		PROGRAM:	
ITEM REQUESTED:			
ONE TIME COST:		ONGOING COST:	

Does this request require installation? **YES/ NO**

If yes, is a draft facilities project plan attached? **YES/ NO**

Is a recent quote attached? **YES/ NO**

If request is for a replacement, please list details including age of equipment, date of purchase, cost analysis of repair versus replacement, and other important details. (100 word maximum)

Do not use this form for IT requests.

Requirement: Please attach a copy of the requisition and quote. (Note: When the request is approved, an updated approved requisition and current quote will need to be submitted.)

PROGRAM REVIEW – Discuss and substantiate need (250 word maximum).

STRATEGIC DIRECTIONS, COLLEGE GOALS, AND OBJECTIVES PER EDUCATIONAL MASTER PLAN - Please specify the strategic direction, college goal and objective your request will support, enhance, or improve. Provide explanation. (100 word maximum)

HEALTH & SAFETY – Is this request related to health or safety? **YES / NO**

If yes, please cite the applicable Mesa Safety Plan section or regulatory document citation. (100 word maximum)

ACCREDITATION / LICENSURE – Is this request based on an accreditation requirement (non ACCJC)? **YES / NO**

Cite the agency and provide explanation. (100 word maximum).

OUTCOMES (STUDENT LEARNING, ADMINISTRATIVE UNIT)

Please state whether the request is related to an AUO or a SLO.

(AUO/ SLO)

Please specify which SLO/AUO the request is linked to.

How does this request enhance or improve student learning and achievement? (250 word maximum)

EVALUATION - If you receive the requested item, describe in detail how you will evaluate or assess the impact it will have on your program. Include the evaluation plan, your timeline, and list the name/position of the responsible party. (250 word total maximum):