

1. Curriculum Item Requests - Please follow steps outlined in section 24. [Curriculum Purchase Requisition Form](#)
2. Non-Curriculum Item Requests – Please follow steps outlined in Section 25. [Non-Curriculum Purchase Requisition Form](#)

CBR DEFINITION

Capital / Non-Capital Designation Rule

Definition: Non – Replacement Capital Furniture or Equipment Items

Defined as any single item or project purchase costing more than \$1,000 and or having an estimated life span of three or more years.

Capital & Non-Capital Supplies, Equipment & Services		
Non disposable, electrical powered, non-electrical powered, classroom and non classroom equipment and or fixtures	LCD projectors	Desks
	Computer towers	Chairs
	Computer screens	File cabinets
	UPS units	Class room tables/chairs
	Printers	Patio equipment
	Copy machines	Printer stands
	Fax machines	AV carts
	Video Conf units	LCD carts
	DVD VCR players	Specialty furniture
	Smart Boards	File cabinets
	TV's	Podiums
	Ele. comm devices	Printer stands
	Misc computer Equip	Copy mach stands
Postage machines	Laptops	

Definition: Non - Capital Equipment / Supply Item

Defined as any single or multiple item purchase costing less than \$1,000 and which may not have an estimated life span of not more three years.

Non-Capital Supplies and Equipment Purchase Authority Schedule		
Disposable lab supply items used in the classroom	Paper supplies	Text books
	Writing supplies	DVD disks
	Desk supplies	VCR tapes
	Toner / Ink cartridges	Library magazines
	Ele pencil sharpeners	Library journals
	Food supplies	
	Kitchen supplies	

CBR JUSTIFICATION CRITERIA

Curriculum / Non-Curriculum New Furniture, Lab Equipment, Maintenance Projects

Submittal Criteria Check List:

All requests for proposed evaluation and possible acquisition for the categories below will be subject to a defined SJVC Justification Criteria.

1. **Curriculum** = Non replacement new type furniture and equipment requests
2. **Non-Curriculum** = Non replacement new type furniture and equipment requests
3. **Miscellaneous** = Capital maintenance, remodel and revitalization projects
4. Formal written justification which would include the following:
 - a. Equipment Description, Model, and part number information.
 - b. Vendor information, address phone, fax, e-mail and or website information.
 - c. Current price information.
5. All requests required to be **submitted 60 days prior** to scheduled program review date.
6. Campus Director Approval for **all application requests**.
 - Written analysis outlining exact scope of requirement needs, i.e., purpose, market use trends, technology application change and obsolescence, competition use comparison.
 - Senior management and or ownership recommendation. (If Applicable)
 - Advisory Board recommendations. (If Applicable)
 - Extern site evaluation recommendations. (If Applicable)
 - Program self-study reviews and recommendations. (If Applicable)
 - Accreditation site inspection reviews and recommendations. (If Applicable)

Ralph Ortiz
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