EQUIPMENT REQUEST GUIDELINES

Priority will be given to requests for
equipment that directly impacts student learning

- Please use the Request Form ONLY for requesting small equipment and software, classroom furniture, office/department furniture.

- Requests for department office furniture should indicate what portion the department will be paying from their budget.

- Every effort should be made to use existing furniture available in Surplus: http://www.rollins.edu/receiving-surplus/surplus-property/index.html.

- The Request Form is not for requesting computer equipment upgrades, for which you should contact Information Technology directly.

- All requests must be reviewed and endorsed by your department chair to be considered.

- Items funded through this account should be those that cost more than $100 each. Smaller items or quantities of smaller items should be purchased with departmental funds in collaboration with department chairs.

- Requests for the following furniture items should not exceed the listed amounts (obtained from Purchasing):
  - Steelcase Amia Desk Chair - $400
  - L-Shaped Desk - $745
  - 72" Bookcase - $264
  - 2-Drawer Lateral File - $378