**Instructional Technology/Multimedia Budget (ITMB) Request Form (2014/15 and 2015/16)**

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<tr>
<th>Description of Item Requested</th>
<th># of Units</th>
<th>Unit Price</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
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Installation or Facility Modification costs (quote must be attached)

Grand TOTAL =

**Describe the background/current status (i.e. how is the department meeting this need right now?)**

**Describe the purpose of this request and what outcomes and instructional needs it will support:**

Please copy and paste the section of the current Division/Area “Unit Plan” that references this need and provide the College’s strategic goal number(s) that it supports. If this need is not referenced in the Unit Plan, explain below.

Leave the following items blank as they will be completed by the Office of Instruction.

- **WSCH**
  - Fall 2012
  - Fall 2013

- **Headcount**
  - Fall 2012
  - Fall 2013

The manager should mark the following information (complete for all requests)

- Instructional (I) or Non-instructional (NI) equipment?
- Program area (TOP Code) where used (i.e. CIS-7000, Music-10040)
- Eligible for VTEA or other grant funding? Grant name/number

Preparer’s name: ______________________________

Manager’s Name: ______________________________ Manager’s Signature: ______________________________

Manager’s signature attests to the accuracy, completeness, appropriateness, and necessity of this request.