**EXHIBIT N**

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**Equipment Decision Package**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost Center:** |  | | **Budget Year:** | |  |
| **Person Initiating Request:** | |  | **Extension:** |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of Equipment:** | | | | | **Proposed Location and For Use by Whom (Individual or Group):** | | | | | | |
| **Reason for purchase:** | | | | | **Consequences if not funded:** | | | | | | |
| **Cost of Acquisition:**  **Equipment Item** | | | | **Discount**  **(If Known)** | **Support Costs**  **(Sales Tax, Freight, Etc.)**  **(If Known)** | | | | | **Approximate**  **Acquisition Cost**  **(If Known)** | |
| **Does installation require FTCC Plant Operations setup, electrical wiring, plumbing, water, etc? Yes**   **No**  **If yes, approval is needed from Director of Facility Services.**  **Does your purchase involve any IT components? Yes  No**  **If yes, approval is needed from Associate VP for Management Information Services (MIS).** | | | | | | | | | | | |
|  |  |  | | |  | **Date:** |  | Priority: | |
| **Approval:** |  | **Department Chairperson:** | | |  |  |  |  | |
|  |  | **Division Chairperson:** | | |  |  |  |  | |
|  |  | **Director of Facility Services:** | | |  |  |  |  | |
|  |  | **Associate VP for MIS:** | | |  |  |  |  | |
|  |  | **Dean/Director:** | | |  |  |  |  | |
|  |  | **Appropriate Associate VP:** | | |  |  |  |  | |
|  |  | **Senior Vice President/Vice President:** | | |  |  |  |  | |
|  |  | **Vice President for Business and Finance** | | |  |  |  |  | |
|  |  | **President:** | | |  |  |  |  | |

**ADDITIONAL DETAILED INFORMATION OR EXTENUATING CIRCUMSTANCES MAY BE PROVIDED ON THE BACK OF THIS FORM.**