**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.**