Request for Equipment & Material

Institution Name: ________________________________________________________________

Dean/Director Name: _____________________________________________________________

Simulation Coordinator Name: ____________________________________________________

1. **Equipment**: Please provide the following detailed information on the estimate/invoice from the vendor:

   A. Brand of equipment/Model number to be purchased
   B. Detailed description of the equipment/material
   C. Purchase price, warranty cost, annual/ routine maintenance cost, and training cost.
   D. Contact Information:
      - Vendor contact person name, email and phone
      - Requesting school contact person, email and phone

2. **Statement of Need**: Describe why your program is requesting financial support to purchase the requested material/equipment. Please describe the need (Limit 100 words).

3. **Foundation for request**:

   A. Describe the intended goal/purpose for the equipment, explain how the equipment will impact curricula and program outcomes/objectives, how this equipment will increase or sustain enrollment, and the projected number of student users per semester impacted by the purchase of this equipment (Limit to 150 words).
   B. Explain how you will sustain the material/equipment after purchase (fiscal, human, material) (Limit 100 words).
   C. Do you have adequate designated physical space for the use of this equipment (storage, materials, debrief area)? Please describe (Limit 100 words).

Utilize the Request for Equipment rubric when completing your request. A panel of external reviewers (no affiliation with MCSRC or colleges/universities) will determine awards according to the rubric.

Please complete and submit the Equipment & Material request applications by **12/1/2017**, COB to: mcsrc.maryland@montgomerycollege.edu