

RR #105 New Fax Machine for ...==> PAGE 1



Planning Report -

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 UNIT GOAL SECTION
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 RESOURCE REQUEST SECTION
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Personnel

Unit Goal

Unit Goal
Planned Action
Resource Request

***** RR # 105 *****

New Fax Machine for Payroll/Personnel Of	
.	
USE THE 'LINK' BOX ABOVE TO LINK EACH RESOURCE REQUEST WITH 1 OR MORE PLANNED ACTION.	
.	
PROVIDE A DESCRIPTION OF THE REQUEST	
Resource Request	New Fax Machine for Payroll/Personnel Office
Provide a description of the Resource Request	Our current fax machine is broken and we are not able to receive faxes. When we send faxes we do not get a confirmation. The current fax machine does not have a service contract. We would like to request the purchase of a new multi-function (fax,print, copy) machine. The amount needed would be \$500 or less for the machine and spare toner.
Resource Request Status	New
Type of Request	Non-Salary
Funding Type	One-Time
Resource Request Priority	1
Does this Resource Request meet requirements for health, safety and essential services?	Yes
If yes, cite the requirement details.	A fax machine is necessary for our office's operations. Our current machine is broken.
Does this Resource Request meet local, state or federal regulations or other mandates?	No

If yes, cite the relevant Regulations.	
DETAILED COST BREAKDOWN	

CERTIFICATED SALARY (INCL. FPIP)(100000)	
Position Title	
Class Code	
Check ONE appropriate category based on the majority of the assigned classes. (Note: If none of these categories applies, select Student and Instructional Support Service category.)	
How will this position support or sustain other disciplines and programs?	
Type	
Total Cost of Certificated Benefits	
Total Cost of Certificated Salaries	
CLASSIFIED SALARIES (200000)	
Position Title	
Class Code	
Basis	
Shift	
Permanent or temporary	
Rate	
Hours per pay period	
UNCLASSIFIED SALARIES (200000)	
Assignment	
Rate	
Hours per Pay Period	
NON-SALARY COSTS	
Instructional media materials (Supplies and Printing, 400000)	
Non-instructional supplies (Supplies and Printing, 400000)	
Printing/copying (Supplies and Printing, 400000)	
Equipment (Instructional and non-instructional) (Capital Outlay, 600000)	\$500
Maintenance of equipment)Other Operating Expense, 500000)	

Contracts/personal services (Other Operating Expense, 500000)	
Alteration and improvement (A & I) (Capital Outlay, 600000)	
Other Expense:	
Other expense GL Account:	
TOTAL FIRST YEAR COST OF REQUEST (EST.)	
Total estimated cost for the first year of the resource request	\$500
ADDITIONAL COMMENTS	
Please note all sources for cost information for the Resource Request that serves to justify the estimated expense.	
What are the proposed funding sources?	Program 100
Please provide any additional information that was not covered above.	
Resource Request Responsible Person(s)	Hansel Tsai