**RESOURCE REQUEST FOR 2014-2015**

**1. Alignment with Unit Plan:**
- Improvement plan number from your online 2014-2015 Unit Plan: 3

**2. Type of Request:**
- Use standard terms such as Instr Aide, Inst Media Matr, Maint-Equip, Printing, Instr Hrly Equipment Parts

**3. Brief Description of Request:**
- Memory to upgrade 80 computers

**Classification:**
- Classified Position title and class code:
- Shift: A(day)\[ ] B(evening)\[ ] C(night)\[ ]
- Permanent\[ ] or Temporary\[ ] Hours per pay period: Rate: $\[ ] $

**Unclassified** (check one)
- Student assistant\[ ] Program assistant\[ ] CGCA\[ ] Student tutor\[ ]
- Professional expert\[ ] Other: Rate: $\[ ]$

**Type of Request:**
- Instructional media materials $\[ ]$
- Non-instructional supplies $\[ ]$
- Printing/copying $\[ ]$
- Equipment (Instructional and non-instructional) $\[ ]$
- Maintenance of equipment $\[ ]$
- Contracts/personal services $\[ ]$
- Alteration and improvement (A & I) $\[ ]$
- Other (GL Account) $\[ ]$

**TOTAL:** $4,273

**4. Other Areas Impacted by this Request:**
- Example: Information Technology
- Time \[x\]
- Facilities \[\]
- Money \[\]
- Staff \[x\]

**Describe:** IT will have to upgrade computer systems at the end of each semester.

**5. Rationale for Request:**
- Explain how this request will support the specified improvement plan.

Improvement Plan is for the Library to provide state-of-the-art technology. Most computers in the Library are 6 years old. This request is for memory to upgrade 80 computers in the Library from 2 gig to 4 gig so they can accommodate Windows 7 and run at an acceptable speed. [Note: 135 computers received memory upgrades in 2013-2014. The cost was funded by the Foundation.]