OXNARD COLLEGE

FY2017-18 RESOURCE REQUEST FORM

Instructions: *(fill out one form per request)*
Please provide your resource request information with the amount requested and priority number below. Also, provide a brief justification for the request and indicate which criteria and fund source this request is related to (see legend below for options). If more than one criteria, please specify.

This form is to be used for any staffing, equipment, supplies, or other campus need, and should be related to, and consistent with a recent program review in your program/department area. If the requested items/services require funding beyond the 2013 fiscal year, indicate which college plan supports this ongoing need and provide any additional data or information that will support this request.

Program Name: Admissions and Records Office

Resource Description: Associate Degree and Certificate of Achievement Diploma Paper

Amount Requested: $ 4,000 **Priority:** High Priority **Criteria:** P, EG, EMP

HS-Health/Safety	**EG**-Enrollment Growth	**DSP-**District Strategic Plan	**CSP**-College Strategic Plan
ADA-American Disabilities Act	**P**-Productivity	**TP-**Technology Plan	**FMP**-Facilities Master Plan
OC-Federal/State Mandate	**EMP**-Educational Master Plan	**PI-**Program Improvement	**PER-**New/Replacement Faculty/Staff
TCO-Total Cost of Ownership (Related to New Buildings/Programs Only)			

Justification (Please explain in the space below. If needed, you may provide up to one additional, typewritten, 8 ½ x11 sheet of paper or attach appropriate supporting documentation (i.e. PEPR)). In your justification, please include the Student Learning Outcome this supports and the impact it will have. Also, specify any facility or technology need that will be required as a result of this request.

Funds need to be set aside to purchase additional degree and certificate paper as needed. A&R does not have enough money in the budget to purchase additional degree/certificate paper. Degree and certificates cannot be awarded unless additional paper is purchased when the current supply is running out. With the increase in degrees and certificates awarded, the paper purchased will run out sooner than later. We purchased 3,000 of each in September 2016 to hopefully get us through the next 2 – 3 years. The cost for 6,000 (3,000 Degree stock/3,000 Certificate stock) was ~$4,000. Our current budget that is used to purchase office supplies could not afford to absorb this additional cost.

Submitted by: Joel Diaz Date: 2-13-17

RECOMMENDED BY DEAN/MANAGER/ SUPERVISOR: _____ Date: _____

Fund Source: GF

GF-General Fund	**PER**-Perkins
S-STEM	**TA**-Trust/Agency
BS-Basic Skills	**CP**-Capital Projects
G-Grant Funds	For Capital Requests Only

For Business Office Use Only:

PBC Reviewed & Ranked: _____ Date: _____

Approved Vice President: _____ Date: _____

President: _____ Date: _____