|  |  |
| --- | --- |
| Department Department name | College College of Liberal Arts & Sciences |
| Submitted by Name of person submitting proposal | Position Title Title of person submitting proposal |
| Date       | Amount Requested **$0** |

**Instructions**: Please submit a separate proposal for each request, confining each request to two pages (transferable to one double-sided piece of paper) and including the following information:

* the equipment requested; the educational goal met by the new equipment; and expected utilization.
* the age of the current equipment, alternatives explored, a defense of the proposed new equipment, and plans for alternate use or disposal of the current equipment.
* the estimated or actual cost of the new equipment, other sources of funding within the department or college, and the anticipated annual maintenance and operating costs, including funding source(s).

Insert text here