

Shopping Cart #

# NON-STANDARD/NON-SUPPORTED EQUIPMENT REQUEST FORM

Attach to shopping cart.

Date: \_\_\_\_\_ Loc #: \_\_\_\_\_ School/Department: \_\_\_\_\_ Zone/Division: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

### Description of Equipment being requested:

| Qty: | Equipment Description: | Manuf. & Model Number: | Cost: |
|------|------------------------|------------------------|-------|
|      |                        |                        |       |

### Justification - Instructional and Functional:

If there is similar standard equipment, please provide a detailed explanation as to why the standard item does not meet the instructional needs and the functionality required.

| Description of Standard Item: | Manuf. & Model Number: | Cost: |
|-------------------------------|------------------------|-------|
|                               |                        |       |
|                               |                        |       |

**The District will not provide support for non-standard items.**

**Requestor will be responsible for adding non-standard item(s) and serial number(s) into inventory system.**

Administrator's name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### General Information for Total Cost of Ownership (TCO), please consider the following:

|                       |                                       |                                    |
|-----------------------|---------------------------------------|------------------------------------|
| Expected useful life: | Maintenance and Training costs:<br>\$ | Recurring costs for 5 years:<br>\$ |
|-----------------------|---------------------------------------|------------------------------------|

This section to be completed by the appropriate FSR, scanned, and attached to the Shopping Cart when submitting the non-standard request.

|                                 |                  |    |                 |  |
|---------------------------------|------------------|----|-----------------|--|
| Reviewed by:                    | <b>Approved:</b> |    | Signature/Date: | FSR certifies that the building as is can support the item and that contractor work will not be required to install or operate the item(s). If request is denied, please provide an explanation. |
|                                 | Yes              | No |                 |  |
| FSR Name: <i>(please print)</i> |                  |    |                 |  |

The requesting site shall complete this form and obtain FSR approval. Attach completed form to the shopping cart.

**Instructions for completing when submitting the form:**

**Justification must address the following key points:**

What above standard functionality is needed

Describe how equipment will be used for Instruction/Class Activity/Location

Compliance with the present and future District Technology plan

Specify when and how the equipment will be assessed to measure improved student instruction/academics growth and achievement

Coverage of any maintenance or training costs of the item (generally 10-15% in addition to the item cost) for no less than useful life

**FSR review and approval are needed prior to the submission of the Shopping Cart and NSERF**

FSR verifies that the building as is can support the item and that contractor work will not be required to install or operate the item(s).

Some examples of building requirements needed to support the Non-Standard item are listed below:

- Large machinery/equipment may require dedicated electrical circuits and/or special power/plugs
- Adequate water hoses and hookups are required for washing machines
- Large items may not fit through doors or in elevators and may require special handling
- Automotive, woodshop, science, and graphics equipment may require special venting or air handling units in the room

**Additional costs will be incurred with non-standard orders. The requestor acknowledges and understands:**

- **The District will not provide support for non-standard items.** The cost of training, extended warranties, maintenance, or service contracts may be required and will be paid for by the requestor.
- The District will not provide funding for supplies, accessories, or replacement units for non-standard items.
- The facility and building infrastructure must be able to support the non-standard item. Modifications to the building, if needed, must be made prior to the purchase of the non-standard equipment and funded by the requestor.
- **Requestor will be responsible for adding non-standard item(s) and serial number(s) into inventory system.**

**Competition:**

The Purchasing Department is required to compete all orders in compliance with the NRS and District Regulation. Requests that exceed \$50,000.00 must be formally competed through the issuance of a Bid or Request for Proposal. Formal competition also requires Board of Trustee approval. Please note that it is the aggregate amount of the requests, not the individual amount that determines the need for competition. Amounts less than \$50,000.00 may be competed using an informal bid or quote. Formal activities take approximately 3-4 months to complete. Informal activities take approximately 3 to 4 weeks to complete.

**Please note changes:**

- Purchasing is responsible for approvals through workflow

