


THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: September 12, 2017
To: Academic Affairs Budget Managers
From: Carolyn Newton 
Subject: Capital Project, Equipment, and Technology Requests

This memo is my call to you for capital project, equipment, and technology requests for the 2018–2019 fiscal year.

- I. If you have **capital project requests** that are not covered by Classroom Stewards, please complete the attached “Capital Project Request Form”.
- II. If you have **equipment items** (items under \$5,000) that you would like to request for your area, please complete the attached “Equipment Request Form”.
- III. If you **have technology (projects, equipment, software) requests**, please complete the attached “Technology Projects, Equipment and Software Request Form”.

Please send all completed forms electronically to Lisa Crawford **by October 6, 2017**, to avoid your working over fall break; however, requests will be accepted through **October 18, 2017**.

Thank you,

lac

Attachments

* Final cost includes any need for facility-related costs if the equipment requires installation, preparation to rooms or buildings, etc.