Instructional Equipment	
Early March	Instructional equipment requests are compiled from annual Resource Requests and distributed to IPC.
End of March	IPC reviews requests and recommends equipment to be funded based upon appropriate justification from program review. Requestors are notified of any requests that are not recommended for funding.
End of April	Budget for instructional equipment is identified.
Mid May	Deans Council reviews the list and excludes items that should be funded by capital improvement or other funds. Deans consult with faculty/staff to verify that the remaining items are still needed and that ordering information is accurate and complete.
End of May	Deans Council forwards the final list of recommended purchases to the VPI who makes a recommendation for approval to the President.
Early June	A spreadsheet of approved items is sent to the Business Office who assigns budget codes.
July	Authorization is given to Division Assistants to make purchases.
Early Sept.	The Office of Instruction provides PBC with an annual report that summarizes the funded requests and identifies any un-funded needs.

Non-Instructional Equipment	
Early March	Non-instructional equipment requests are compiled from annual Resource Requests and distributed to APC and SSPC.
End of March	Planning Councils review requests and recommend equipment to be funded based upon appropriate justification from program review.
Early April	VPSS and Dean of Counseling review recommendation from planning councils and make final recommendation to the President. Requestors are notified of any requests that are not recommended for funding.
End of April	Budget for non-instructional equipment is identified.
Early June	A spreadsheet of approved items is sent to the Business Office who assigns budget codes.
July	Authorization is given to Division Assistants to make purchases.
Early Sept.	The VPSS provides PBC with an annual report that summarizes the funded requests and identifies any un-funded needs.

Information Technology	
Early March	IT hardware and software requests are compiled from annual Resource Requests and distributed to APC, IPC, and SSPC.
Middle of April	APC, IPC, and SSPC review requests and recommend those to be funded based upon appropriate justification from program review as well as criteria established by the Technology Committee. Requestors are notified of any requests that are not recommended for funding.
End of April	Budget for IT is identified.
End of April	A technology purchasing task force (membership includes President's Cabinet and possible Technology Committee members) reviews the lists and makes recommendations. Requestors are notified of any requests that are not recommended for funding.
End of April	VPs and deans consult with faculty/staff to confirm that the approved equipment will meet their needs.
End of May	The spreadsheet of approved items is sent to the Business Office who assigns budget codes.
July	Authorization is given to Division Assistants to make purchases.
Early Sept.	An annual report is provided to PBC that summarizes the funded requests and identifies any un-funded needs.

Facilities	
Year round	Facilities requests (using the Facilities Project Request form) are initially submitted to Vice Presidents/Deans for evaluation. If approved for consideration, the request is forwarded to the Facilities Manager for cost estimating and evaluation for eligibility for District funding. If not eligible for District funding the request is returned to the Division for inclusion with annual Resource Requests.
Early March	Facilities requests from Program Review are compiled from annual Resource Requests and distributed to APC, IPC, and SSPC.
End of March	APC, IPC, and SSPC review the requests and recommend those to be funded based upon appropriate justification from program review. Recommendations from the planning councils are sent to the Facilities Manager.
Mid April	The Facilities Manager reviews requests for cost estimating and evaluation for eligibility for District funding. If not eligible for District funding the request is returned to the PBC for consideration of college funding.

End of April	Budget for facilities is identified.
End of May	The VPAS reviews the requests in light of the Facilities Master Plan and the college's strategic plans and initiatives. Recommendations to use college funding to fulfill the requests are made to the President. Requestors are notified of any requests that are not recommended for funding.
Early Sept.	The VPAS provides an annual report to PBC that summarizes the funded requests and identifies any un-funded needs.

Research	
Early March	Research requests are compiled from annual Resource Requests and distributed to APC, IPC, and SSPC.
End of March	APC, IPC, and SSPC review the requests and recommend those to be funded based upon appropriate justification from program review. Recommendations from the planning councils are sent to the PRIE. Requestors are notified of any requests that are not recommended for funding.
Mid of April	PRIE personnel meet, as needed, with the requesting faculty/staff/administrator for additional information
End of April	PRIE prioritizes requests based upon available PRIE resources and the strategic alignment of the requests with institutional initiatives and plans.
Mid of May	PRIE provides requestors with feedback and a tentative timeline for completion.
End of May	When there is insufficient budget/personnel to fund all requests, the remaining costs are referred to PBC for augmentation of the proposed budget.
Early Sept.	PRIE provides PBC with an annual report that summarizes the funded requests and identifies any un-funded needs.