



LARAMIE COUNTY COMMUNITY COLLEGE

Acquisition Review Worksheet

(To be completed for purchase or donation of electronic/computer materials, furniture, fixtures, equipment and items requiring LCCC Logos/Trademarks)

Department		Date
Requestor/ Contact person		Phone Ext.
Description of Purchase or Donation (Attach location drawing, catalog and vendor information, power and environmental requirements, cut sheets, etc.)		
Requestor's estimated cost	Budget Account	Date to be completed
Location (Include building and room numbers)		

Criteria "A" — Acquisition Requirements

- Requires engineering or design assistance Y N
- Access by individuals w/disabilities or ADA accommodation Y N
- Requires alteration of walls, ceiling or floor or physical buildings Y N
- Hazardous Conditions involved Y N
- Utilities required (Check all that apply) Y N
 - electricity water sewer drain lighting wiring ventilation network
- Requires special operating requirements (*licenses, training, etc*) Y N
- Network connection and/or server access Y N
- Meets current Public Relations image, logo and trademark criteria Y N N/A

Criteria "B" — LCCC Service Requirements

- Installation By (Check all that apply)
 - Requestor Physical Plant Vendor Contractor ITS Other _____
- Pickup/Delivery by LCCC Y N
- Requires relocation of LCCC property Y N
- Storage required Y N
- Purchase involves trade-in of old equipment Y N
- Purchase involves disposal of old equipment Y N

<input type="checkbox"/>	ITS Staff review	Signature	Date
<input type="checkbox"/>	Public Relations review	Signature	Date
<input type="checkbox"/>	Physical Plant review	Signature	Date
<input type="checkbox"/>	DSS or Human Resource review	Signature	Date
<input type="checkbox"/>	Purchasing Office review	Signature	Date

Notes:

- LCCC Acquisition Review Worksheet to be completed by Requestor, including review and approval by ITS, PR, HR and/ or the Physical Plant when required; then forwarded to the Purchasing Office along with supporting documentation.
- Requestor shall submit detailed equipment specification and product sheets with this Form.
- Any purchase that exceeds \$5,000 in value shall be competitively quoted or bid by Purchasing.
- In reference to Criteria "A" and "B" above, questions that are answered "Yes" shall be supported with applicable written data and submitted with this Form.
- LCCC Acquisition Review Worksheet shall be completed for all computers, peripherals, software, computer/ AV equipment, phone equipment, other electronic equipment; furniture, furnishings and equipment (FF&E); and materials, goods or equipment that require an LCCC trademarked logo or image; in accordance with LCCC Procurement Procedure Manual.