FORM B **Laney College**

INSTRUCTIONAL EQUIPMENT REQUEST FORM

1. **Description**: (Include Item Name, Make, Model Number and Description of Item)

2. **Cost** (Include Price, shipping and tax. Itemize secondary cost such as; installation,

Unit Price:

Quantity: 0

Secondary Costs: $ -

(Please Itemize Secondary Costs:)

Desciription	Qty.	Price	Extended Price
	0	$ -	$ -
	0	$ -	$ -
	0	$ -	$ -
		Secondary Cost Total:	$ -

Subtotal: $ -

Tax: (8.75) $ -

Shipping: $ -

Total: $ -

3. **Justification** (Reference Program Review, Program Plan, Student Success Goals, Health, Safety, Legal American with Disabilities Act Mandates)

This form must be submitted electronically.