			Lifecycle: How old is the equipment? Provide asset tag # for verification			Is it new or a replacement?	Recommendation (High/Medium/Low)	Reviewer Comments	Recommended Action
Transfer Center	Front Desk Computer - ThinkCentre M820z All in one (Non-Touch)	The front desk computer has not been updated since 2009. Updated system would ensure of fewer crashes and freezes, allowing front desk to have access to pertinent information for students.	N	1	$619.00	Asset tag not provided	Replacement	Medium-7	Per TSS, we have computers from IT121 (Reading/Writing Lab) that we can put to use.	Replace with computers from IT 121
Student Services	Google Pixel Book (12.3") and Pixel Pen	Laptop will be used at Information tables to show students assist.org, the transfer center website, and to make appointments with university counselors while away from the office. In addition, laptop can be taken to transfer and/or student success conference, this will allow for paperless notes to be saved and shared with counseling faculty. In addition, Pixel books is linked with Google apps and transfer center text phone number, this will make it easy for students to contact the only transfer center staff member via text while they are away from the office.	N	2	$1,035.00	N/A		New	Low-2		
Student Services	Large Monitor	Monitor to be used to facilitate planning process for student services.	N	1	$5,000.00	N/A		New	Medium-9	Please contact the IMC department for a proposal on a new monitor. IMC needs to verify if the infrastructure is in place for this device.	
Transfer Center	Rep Desk Computer ($619) + Monitor ($119)	The computer has not been updated since 2009. Updated								

Department	Item	Description		Qty	Cost	Asset Tag	Type	Priority	Notes
Student Life	Copy and Printing Machine	ASNC received a hand-me-down copy machine from Student Services about 5 years ago. We are grateful for it; however, over the past two years, the machine is constantly in need of repairs and servicing. It jams often and the warranty is no longer valid. The repairman has suggested on several occasions that it needs to be replaced.	N	1	$9,500.00	Asset tag not provided	Replacement	Medium-2	
Admissions & Records	All-In-One Fax Machine	A&R fax machine is over 10 years old and no longer feeds properly.	N	1	$330.00	Asset tag not provided	Replacement	Medium-6	
Veterans Resource Center	Phones	For staff and student use in the Veterans Center	N		$1,125.00	N/A	New	Low-1	
Athletics	WIFI at Soccer Complex	For proper medical documentations and more efficient statistic reporting.	N	1	$200.00	N/A	new	Medium - 8	Per TSS, this should already be available.
Counseling	Lenovo Think Center All in One Computer	One of the Ed Advisor's computer is constantly shutting down, the screen turns black or blue, and pops up error messages. Several requests to fix the computer have been submitted but the computer problems keep returning	N	1	$1,368.69	Possibly 060491 - purchased in 2014. Out of warranty.	replacement	Medium - 3	This may no longer be needed depending on the change/renovation of the Transfer Center. Need to identify this computer to ascertain if it is out of warranty.
Student Employment	Electronic Time Sheets	Handling nearly 300 students time sheets on a monthly basis is extremely time consuming and archaic. Both RCC and MVC have also lobbied to get electronic time sheets. The roadblock is at the district level with Information							

Student Financial Services	Default Management Services (Contract)	To track and manage the school's Cohort Default rate in order to maintain Title IV eligibility and State funded programs. The services include student loan counseling, financial planning and payment plans, consequences of default, understanding forbearance and deferments.	N	1	$3,500.00	N/A	new	Low - 3	Need more information.
Student Financial Services	OnBase (Electronic Workflow software) District Need	To eliminate overburdened processes to ease verification, package aid more efficiently and remain compliant. To improve the speed and quality of Customer Service. OnBase can assist with scanning documents, uploading student files, and indexing information to maximize staff workload and allow staff to better meet the needs of students.	N	1	$139,370.00	N/A	new	Medium - 4	Per TSS, District is already using Onbase.