

Task Details Report

Planning Unit: Astronomy
Unit Manager: Lead Faculty, Astronomy and Physics

Objective: 150 - Equipment, technology and facilities requests for Astronomy

Objective Description:

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Start Date: 3/31/2015	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$600

Purchase instructional equipment and/or technology to enhance student learning and success.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Astronomy	Galileoscopes	\$600.00	\$600.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/28/2016

Task Type:
Resource Request

Priority Level:
Low

Task Order:
2

Due Date:

Completion Date:

Task Status:
New

Budget:
\$1

In addition to continuing to develop our inventory, we'd like the help of Facilities to remove outdated items appropriately. Certain technical equipment (e.g. old telescopes, tripods) may need special handling, and should be donated away rather than disposed of. As I don't know how the special handling will be processed, I cannot at this time make a budget estimation.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Astronomy	Disposal of equipment	\$1.00	\$1.00

Assignment Details:

Name:	Email:
No Data to Display	