

Valencia Community College  
Strategic Equipment Request  
Equipment Category Definitions

Category I

*Instructional Equipment* – any equipment directly related to instruction. This category should include, but is not limited to, lab equipment, classroom furniture, projectors, DVD/VHS players. *Please do not duplicate items that are in the SmartClassrooms request process.*

Category II

*Non-instructional Equipment* – any equipment that does not directly relate to student instructional use. This category can include office equipment, vehicles, maintenance equipment, office furniture, etc.

Category III (Requires OIT Technical Review)

*Software* – for any purpose, including Instructional and Non-instructional use and the Site Licensing cost.

Category IV (Requires OIT Technical Review)

*Technology* – any computer related item, including but not limited to:

Network equipment	Computer peripherals
Mac's	Stand alone projectors
Printers	Copiers
Servers	Fax machines

*Please do not duplicate items that are in the Technology Refresh process, unless there is sufficient justification.*