

# Task Details Report

**Planning Unit:** SparkPoint, Financial Aid and Financial Literacy

**Unit Manager:** Lead Staff, SparkPoint, Financial Aid & Literacy

**Objective:** 168 - Equipment, technology and facilities requests for SparkPoint, Financial Aid and Financial Literacy

**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.

<b>Start Date:</b> 3/31/2015	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b>	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$9,500

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
SubMbr	SparkPoint, Financial Aid and Financial Literacy	Financial Aid TV: GetSAP	\$9500.00	\$0.00

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

<b>Start Date:</b> 3/31/2016	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 2
<b>Due Date:</b>	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$2,400

Replacement of old, broken, worn task chairs for Financial Aid staff.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
Supply	SparkPoint, Financial Aid and Financial Literacy	Task Chairs	\$2400.00	\$2400.00

**Assignment Details:**

Name:	Email:
No Data to Display	