## PEARL RIVER COMMUNITY COLLEGE NEEDS ASSESSMENT

INSTRUCTIONS: This form should be completed when requesting changes in existing budget and/or in existing personnel needs and returned to your supervisor with your budget sheet. Refer to your Institutional Effectiveness Assessment Chart (Use of Results Column) and to the projections indicated in the Strategic Plan and Internal Performance Indicators to assist in your justification. Each identified need should then be prioritized.

Description field should be very specific of the item being prioritized.
Please use one of the following abbreviations for the Funding Source field for each need:

| I | Institutional | CT | Career/Technical (Ex. Reimbursements in Departments such as Allied Health, Business Technology) |
| :--- | :--- | :--- | :--- |
| F | Federal | GC | Grants/Contracts (Ex. Workforce Education, Student Support Services, Foundations, etc.) |

Please use one of the following abbreviations for the Category field:

| EQ Equipment | TR Travel |
| :--- | :--- |
| FA Facility | IT Information Technology Equipment and Software Items |
| MS Materials and Supplies | ED Educational Materials, Supplies, and Literature |
| PE Personnel Needs |  |

Justification field should explain the reason of need for the item as related to the PRCC Mission Statement and Strategic Goals. (See Policy and Procedure Manual for Goal numbers.)
(ex. Description: Video Data Projectors and Notebook Computers; Justification: Instructional technology in classrooms is presently inadequate. This equipment is needed for classroom presentations; Goal Number(s): 1, 5)

Division/Department: $\qquad$ Prepared by: $\qquad$ Date: $\qquad$

| PRIORITY <br> RANK | DESCRIPTION | COST | FUNDING <br> SOURCE | CATEGORY | JUSTIFICATION and <br> GOAL NUMBER(S) |
| :--- | :--- | :--- | :--- | :--- | :--- |
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