**Ranking Instructions for Requestors, Deans/Department Chairs, and VPs for PRPP ITG requests**

**During the PRPP process, ITG requests are ranked in priority order – first by the department, then the Dean/Department Chair, then by the constituent VP. This helps the ITG Committee select and approve requests on behalf of the District.**

       [Use the Writer’s Guide](https://srjc-my.sharepoint.com/:w:/g/personal/kwegman_santarosa_edu/Ee02BTZ9OqVMiFrtypj47W8Be_S9mAXLZTO54sHI5mZtMQ?e=sjTGJM)

       Requestors rank their requests from 1-10, in order of importance, where 1 is most important. Each request has a unique ranking (as opposed to several requests all being Priority 1, for example) (Assumption is that an individual requestor won’t be requesting more than 10 items from ITG in a particular year)

       Department Chairs/Deans – Rank requestor requests from your department from 1-n, where 1 is most important. Each request has a unique ranking.

* VPs rank 1-n - Rank Department Chair/Dean requests from your cohort from 1-n, where 1 is most important. Each request has a unique ranking.

**Tips:**

*Maximize your chances of request approval*

       Check with IT/Media early (viability of request, general costs) if there are questions

       Consistent rankings, per Writer’s Guide in PRPP

*Exclusions (please don’t request the below)*

       Must be consistent with Measure H, so

o   No software - it was specifically excluded from Measure H-allowable expenditures.

o   Must be technology - items like toner for printers, supplies, consumables are not applicable requests. If it doesn’t have a battery or a power plug, it’s probably not technology.