

JHCEHSHS STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 3/28/12

1. Submitter must obtain all required information from the desired vendor(s). An official quote from the vendor must be attached.
2. Only one request per Request Form. This request must be reviewed, approved, and submitted by the requesting program's Department Chair.
3. The Dept. Chair may email this request to the Tech Fee Director. *(Since some departments will have multiple requests, please rename request in the following format ABC_Request_# where "ABC" is your department and "#" is the numbering of your request)*

Dept. making request:	EPSE		Requesting Faculty:	Celia Regimbal
Date submitted:	8/30/12		Requested purchase date:	ASAP

IMPORTANT: Attach an official quote from the vendor.

List one item OR group (for use as a "package") per page.

Item Name and Description	Vendor info. (name, address, Web site URL, phone #, email, etc.)	Part or Model #	Cost (each)	Qty	Total
iTunes card	Apple store		\$25	7	\$175
Course(s) where item(s) will be used	Students in PED methods and student teaching	Required for accreditation?	yes	# Students Impacted per Year	12
Location equipment or software will be used	Toledo metropolitan area	Will this be an ongoing expense (if yes how much annual)?		If this works well then there would be an annual expense	

Impact on student learning (attach additional pages if needed):

The Physical Education students have access to iPads for their use as they teach in methods classes and student teaching. To complete assessment assignments, using the iPad, the students need to load apps that have associated costs. The iTunes cards would be used to buy the necessary apps.

- **Equipment/Technology purchased with Tech Fee funds is for student use only. It cannot be filtered or "passed-down" to faculty or staff.**
- All outdated or broken Tech Fee equipment/technology must be returned to the Tech Fee Committee for retirement or disposal.
- If you are submitting a request for computers, printers, scanners or software, you must consult with College Computing and the technology staff, to acquire a quote and to make sure that this equipment/software is supported by UT.