

## 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:	Sch Psych, Legal Sp, Coun Ed		Requesting Faculty:	Jennifer Reynolds
Date submitted:	10/12/2012		Requested purchase date:	11/1/2012

**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
GARS-2 (kit with unlimited scoring CD)	WPS 625 Alaska Avenue Torrance, CA 90503-5124 <a href="http://www.wpspublish.com">www.wpspublish.com</a> Phone: 800-648-8857	EM-129S	\$229.50	1	<b>\$252.45</b>
Shipping			\$22.95		
Course(s) where item(s) will be used	SPSY 5300, SPSY 5310, SPSY 7320, SPSY 7330, SPSY 7940	Required for accreditation?	Yes	# Students Impacted per Year	80
Location equipment or software will be used	Virtual Lab, Computer in 3100H, Materials Room 3100J	Will this be an ongoing expense (if yes how much annually)?	No		
<p><b>Impact on student learning (attach additional pages if needed):</b>                      This is an academic assessment instrument/with software that all students are required to learn. We currently have one of these tests. Having multiple kits will allow more students to use this material during their school field placements. They must learn this measure in SPSY 5310 (offered in the spring semester) and then use it as part of their practica (SPSY 7330) and internship (SPSY 7940) field experiences. This is a one-time purchase and we need the kit for use beginning spring semester. The kit includes a Scoring Assistant CD-Rom.</p>					

- **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- All outdated or broken Tech Fee equipment/technology must be returned to the Tech Fee Committee for retirement or disposal.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.

**From:** Angelina Leon [aleon@wpspublish.com]  
**Sent:** Monday, October 08, 2012 2:42 PM  
**To:** Marti, Ciara  
**Subject:**

EM-129S is priced at \$229.50  
S/H \$22.95  
Total \$252.45

Angelina D. Leon  
Customer Service Representative  
**Western Psychological Services**

625 Alaska Avenue, Torrance, CA 90503-5124  
Phone: (424) 201-8800 ext. 8702  
(800) 648-8857  
Fax: (424) 201-6950  
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