

## 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
CDI 2 Complete Software Kit	MHS, Inc. P.O. Box 950 North Tonawanda, NY 14120-0950 <a href="http://www.ecom.mhs.com">www.ecom.mhs.com</a> Phone: 1-800-456-3003	CD2015	\$384.00 (5% discount); unit price is \$364.80	3	<b>\$1,163.52</b>
Shipping			\$69.12		
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		
<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 do not have this test available. 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.					

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- All outdated or broken Tech Fee equipment/technology must be returned to the Tech Fee Committee for retirement or disposal.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



P.O. Box 950  
 North Tonawanda, NY 14120-0950  
 1-800-456-3003

3770 Victoria Park Ave  
 Toronto, ON M2H 3M6  
 (416) 492-2627 1-800-268-6011

**PROFORMA INVOICE**

Reference No. 675489  
 Customer ID 186838

Fax: 1-888-540-4484  
 E-mail: CustomerService@mhs.com  
 www.mhs.com

**REPRINT**

INVOICE ADDRESS:	DELIVERY ADDRESS:
Jennifer Lynn Reynold University of Toledo 2801 W Bancroft Street MS#119 Toledo, OH 43606	Attention: Jennifer Lynn Reynold University of Toledo 2801 W Bancroft Street MS#119 Toledo, OH 43606

Notes:

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DELIVERY METHOD		ENTERED BY			
UPS US Ground		becky.soub			
DATE	TERMS	EXPIRATION DATE			
October 09, 2012	Prepaid	10/9/2013			
PART NUMBER	QUANTITY	UNITS	UNIT PRICE	DISC %	NET PRICE
CD2015	3	EACH	384.000	5.00	1,094.40

CDI 2 Complete Software Kit

Notes:

FREIGHT Shipping and Handling

69.12

	Merchandise Total	1,094.40
	Misc. Charges - see above	69.12
	Sales Tax	0.00
Please note our new EIN: 98-0369592	<b>TOTAL</b>	1,163.52 US