

JHCEHSHS STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 1/19/12

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:	CJ/Social Work	Requesting Faculty:	All Graduate Faculty
Date submitted:	3/1/12	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)	Quantity	Total
HP Scanner (ScanJet 5590) Digital Flatbed scanner for GA office	CDWG	L1910A#B1H	\$256.23	1	\$256.23
Course(s) where item(s) will be used	All Graduate Classes	Required for accreditation?	No	# Students Impacted per Year	80
Location equipment of software will be used	HSHS 2611				

Impact on student learning:

In order to get graduate materials out to all graduate students, our department is in need of 1 new scanner for the GA room. Graduate Assistants in the Social work department are responsible for producing, collecting, analyzing materials and conducting research in order to contribute to the department and graduate students as a whole. Our current scanner takes 2-3 minutes to scan one page and has on numerous occasions delayed the materials getting out to students necessary for class work. A new scanner will enable students in every graduate (and many undergraduate courses) to get their materials necessary for learning the social work material, and ultimately practice material that will enhance their professional internships and careers.

- **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- All outdated or broken Tech Fee equipment/technology must be returned to the Tech Fee Committee for retirement or disposal.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.
- For software, please note below if you are requesting it as a one-time expense or as an on-going fixed expense.


CDW-G QUOTE CONFIRMATION



DEAR KYLE PARSONS,

Thank you for your online quote request. Please contact Eric Schmitt should you have any questions regarding configuration, pricing or contract verification.

QUOTE DETAILS LIST

ITEM		QTY	CDW #	UNIT PRICE	EXT. PRICE
	HP ScanJet 5590 Digital Flatbed Mfg. Part#: L1910A#B1H UNSPSC: 43211711 Go to Site	1	652984	\$256.23	\$256.23

Subtotal: \$256.23
Shipping: \$0.00
Sales Tax: \$0.00
GRAND TOTAL: \$256.23

QUOTE DETAILS

Requested: 2/23/2012 3:18:54 PM CST
Quote #: 1B7F37G
Quote Reference: SW - GA scanner
Grand Total: \$256.23

DELIVER TO

Shipping Address:

University of Toledo
Kyle Parsons
2801 W Bancroft St
Mail Stop 119
Toledo, OH 43606-3382

Phone: (419) 530-4750**Shipping Method:**

FedEx Ground

SALES CONTACT INFO



Eric Schmitt
(800) 800.4239
erischm@cdwg.com

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This email was sent to kyle.parsons@utoledo.edu.
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