

DRS Rank  
 (5)  
 Glassman

**CHHS STUDENT TECHNOLOGY FEE REQUEST FORM**

Form Updated: 8-9-2010

- Only one request per Request Form. This request must be reviewed and approved by the requesting program's Department Chair.
- Requests totaling over \$500 must be accompanied by a quote in pdf or a Word file.
- If you are submitting a request for computers, printers, scanners or software, you must consult with Kathy Jackson, Director of College Computing, to get a quote and to make sure that this equipment/software is supported by UT.
- Please note if you are requesting an on-going fixed expense.

Program(s)/ Department	#	Item Description	Catalog #	Vendor	Cost of item	Ship	Other costs	Total Cost
Speech Language Pathology/ Rehabilitation Sciences	1	<b>Fellowes Venus VL-125 Laminator</b>	Item #: 22065417	Office Max	\$359.95	Free	n/a	\$359.95

**REQUIRED INFORMATION:**

1. Courses served by this request? SLP 3800, SLP 4000, SLP 6000, SLP 6010, SLP 6020

2. Number of students served by request? Approximately 90 per semester for fall, spring and summer semesters

3. Hours/Days equipment will be used? Monday- Friday, 8:30 AM till 7:30 PM

4. What equipment current exists to serve this need? There is a small laminator GBC heatseal H425 laminator. It cannot handle the amount of use it receives and breaks down frequently.

a) Where did the old equipment come from? Office max

b) Where will old equipment go? To a smaller department, this is optional

5. Where will new equipment be located (room number, building, etc.)? HSHS1240

<b>DATE:</b> 2/22/2012	<b>GRAND TOTAL:</b>	<b>\$359.95</b>
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**RATIONALE: (State below the justification for this request. Please keep your response limited to 100 words)**

The current laminator we have receives a lot of use as the students use it to create class projects on a daily basis. The current laminator will misfeed the product to be laminated and in turn cause it wrinkle and melt inside the machine. The students create project every semester related to the course work of preparing for clients. The clinic is open longer hours than the computing center and often times items are needed on very brief notice so having one in the office makes the most sense.