

JHCEHSHS STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 12/10/12

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: Dept # (rank, 1 being the highest priority) and a brief title*

Dept. making request:	College Computing	Requesting Faculty:	Kyle Parsons	Date Submitted:	10/11/13
IMPORTANT: Attach an official quote from the vendor.					

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

Item Name	Vendor info. (name, address, Web site URL, phone #, email, etc.)	Part or Model #	Cost (each)	Qty	Total
Canon Vixia HF R40 camcorder	CDW-G	8153B001	367.00	5	1839.95 1839.95
Course(s) where item(s) will be used	HH Equipment Checkout Center	Expected life of product (years)	5	# Students Impacted per Year	3000+
Location equipment or software will be used/stored	HH 2400A	Will Tech Fee funds be needed for annual renewals or maintenance?		No	
Provide a brief description of the technology requested*: These are digital video camcorders					
Briefly describe how the technology will be used (function)*: Students of CHS and CSJHS will be able to checkout these devices for class projects. They will be able to reserve them for a period of time. These cameras were selected because videos can easily and quickly be transferred to the student's personal computer before returning. They are also easy to erase the previously recorded videos for privacy reasons.					
Provide a rationale that Tech Fee funds are appropriate for this request*: The cameras will be a technology that can be directly used by students of CHS and CSJHS much like the current laptops are available for checkout by the students. While students often have phones that may take pictures phones often do not record video well or in a format that is easily used in an educational setting. This will provide students access to technology that will assist with these needs.					

***Keep in mind that the committee members come from a variety of educational backgrounds and may not be familiar with department specific language. Please use concise, common terminology so that committee members reviewing this form will be able to fully understand the request.**

- 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 and compatible with existing technology.



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
DSJJ063	7727274	9/24/2013

BILL TO:

KYLE PARSONS
2801 W BANCROFT ST
MAIL STOP 119

Accounts Payable
TOLEDO , OH 43606-3328

Customer Phone #419.530.4750

SHIP TO:

UNIVERSITY OF TOLEDO
Attention To: KYLE PARSONS
2801 W BANCROFT ST
MAIL STOP 119

TOLEDO , OH 43606-3328
Contact: KYLE
PARSONS 419.530.4750

Customer P.O. # DSJJ063 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
ERIC SCHMITT 877.525.1570		FEDEX Ground	Master Card / VISA	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
5	2979730	CANON VIXIA HF R40 CAMCORDER Mfg#: 8153B001 Contract: Ohio IUC-PG UN11-007	367.99	1,839.95
			SUBTOTAL	1,839.95
			FREIGHT	0.00
			TAX	0.00
				US Currency
TOTAL				1,839.95

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 847.371.3226

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515