

STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 8/20/13

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:	Paralegal Studies	Requesting Faculty:	Prof. John Schlageter	Date Submitted:	10/10/2013
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 Government 230 North Milwaukee Ave. Vernon Hills, IL 60061 Fax: 847.371.3226 1800.594.4239	Mfg.#: 8153B001	\$367.99	2	\$735.98
Course(s) where item(s) will be used	Civil Procedure, Litigation, Trial Practice	Expected life of product (years)	5	# Students Impacted per Year	100
Location equipment or software will be used/stored	HSHS 3017	Will Tech Fee funds be needed for annual renewals or maintenance?	No		

Provide a brief description of the technology requested*:
 The camcorders requested here are desirable, mid-level camcorders. They are small, lightweight, and comfortable to handle. Additionally, they are equipped with extended battery life and an internal hard drive that can be expanded using an SD card.

Briefly describe how the technology will be used (function)*:
 These camcorders will be used in several different functions, for several different classes. Dependent upon the class in which they are used, the camcorders could be used for purposes as simple as self-evaluation of one's body movement while performing an oral argument, or something as complex as recording the video deposition of a "client", formatting the recording, and applying time stamps to the video for use at trial.

Provide a rationale that Tech Fee funds are appropriate for this request*:
 The Paralegal Studies Program requires these camcorders in order to keep their curriculum competitive and up to date, and in the legal field that can make all the difference. The camcorders allow students to take advantage of cutting edge software currently used in the legal field, allowing them to add practical experience and value to their education.

- *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
DSJH979	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. # DSJH979 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
2	2979730	CANON VIXIA HF R40 CAMCORDER Mfg#: 8153B001 Contract: Ohio IUC-PG UN11-007	367.99	735.98
			SUBTOTAL	735.98
			FREIGHT	0.00
			TAX	0.00
				US Currency
TOTAL				735.98

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