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:	SPCEHE		Requesting Faculty:	Dr. Ron Opp		Date Submitted:	September 16, '14

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
(2) Apple iMacs (27" 3.4GHz) (2) Apple wireless keyboards (2) Apple Magic Mice (2) Apple mini display port to HDMI (2) AppleCare Protection Plan	Apple, Inc. www.apple.com	27" 3.4GHz	iMac: $1,399.00 Magic Mouse: comes with iMac Keyboard: comes with iMac Adapter: $34.95 AppleCare Protection Plan: $119.00	(2) of each product except adapter	**$3,070.95** *(Quotes supplied by Kyle Parsons)*

Course(s) where item(s) will be used	All Higher Education Program courses (Masters and Doctoral)	Expected life of product (years)	~5-7	# Students Impacted per Year	~50+
Location equipment or software will be used/stored	Russel Center	Will Tech Fee funds be needed for annual renewals or maintenance?	No		

Provide a brief description of the technology requested*: Two iMac computers will be hooked up in the Russel Center. The adapter is required for the computers to connect to the two large screens already located in the Russel Center.

Briefly describe how the technology will be used (function)*: Computers in the Russel Center will provide several benefits to students of the Higher Education Program, both in the master's and doctoral programs. The Russel Center is used for all dissertation meetings, and for the teaching of all doctoral classes, as well as our online master's degree program.

Provide a rationale that Tech Fee funds are appropriate for this request*: Not having permanent computers in the Russel Center has proven to cause several inconveniences and mishaps. Doctoral students will be able to defend their dissertation with ease and online master's degree classes could be taught without hiccups.

*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.