

## 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:	School Psychology, Higher Ed, and Counselor Ed	Requesting Faculty:	Jennifer Reynolds	Date Submitted:	01/30/2014
-----------------------	---	---------------------	-------------------	-----------------	------------

**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
Active Participation DVD Series – Elementary	Pacific Northwest Publishing www.pacificnwpublish.com 1-866-542-1490 21 West 6 <sup>th</sup> Avenue Eugene, OR 97401	053-5	\$450.00  Shipping: \$31.50	1	<b>\$481.50</b>
<b>Course(s) where item(s) will be used</b>	SPSY 5300, SPSY 5310, SPSY 7320, SPSY 7330, SPSY 7940	<b>Expected life of product (years)</b>	10	<b># Students Impacted per Year</b>	80
<b>Location equipment or software will be used/stored</b>	Computers in 3100H, Materials Room 3100J	<b>Will Tech Fee funds be needed for annual renewals or maintenance?</b>		No	
<b>Provide a brief description of the technology requested*:</b> This is a DVD with multiple lessons on explicit instruction.					
<b>Briefly describe how the technology will be used (function)*:</b> The DVD will be used to show students in multiple classes methods of ensuring explicit instruction and how to help teachers engage students in the classroom. Students will learn strategies to teach teachers included increased engagement, on-task behavior, reduction of inappropriate behaviors.					
<b>Provide a rationale that Tech Fee funds are appropriate for this request*:</b> This DVD can be used for many different classes, and students could check it out on their own from the materials room to aid them in field work.					

**\*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.



## Quote for Safe & Civil Schools Materials

DATE: 1/30/2014  
TO: **University of Toledo - Jennifer Reynolds**  
FAX: 000-000-0000 # of Pages: 1  
PHONE: 000-000-0000  
FROM: Jackie Hefner - PNW

---

Good Day,  
Thank you for requesting a quote from PNW for the Safe & Civil Schools materials.]

<u>Item #</u>	<u>Item</u>	<u>Reg. Price</u>	<u>Qty</u>	<u>Unit Price</u>	<u>TOTAL</u>
053-5	Active Participation DVD Series Elementary	\$450.00	1	\$450.00	\$450.00
				SUBTOTAL	\$450.00
				Shipping & 7% (\$5 minimum) Handling	\$31.50

Price quoted good for 30 days from date listed above.

**TOTAL AMOUNT**      **\$481.50**

We've quoted your order with standard UPS shipping and most orders will be delivered within 7-10 days from the date the order is received. Your purchase order or check for materials should be made out to Pacific Northwest Publishing.

We look forward to serving you, please do not hesitate to contact me via phone or e-mail if you have any additional questions or if we can be of further assistance.

Thanks in advance,

Jackie Hefner  
orders@pacificnwpublish.com



## Quote for Safe & Civil Schools Materials

DATE: 1/30/2014  
TO: **University of Toledo - Jennifer Reynolds**  
FAX: 000-000-0000 # of Pages: 1  
PHONE: 000-000-0000  
FROM: Jackie Hefner - PNW

---

Good Day,  
Thank you for requesting a quote from PNW for the Safe & Civil Schools materials.

<u>Item #</u>	<u>Item</u>	<u>Reg. Price</u>	<u>Qty</u>	<u>Unit Price</u>	<u>TOTAL</u>
058-0	Golden Principles DVD	\$50.00	1	\$50.00	\$50.00
				SUBTOTAL	\$50.00
				Shipping & 7% (\$5 minimum) Handling	\$5.00

Price quoted good for 30 days from date listed above.

**TOTAL AMOUNT \$55.00**

We've quoted your order with standard UPS shipping and most orders will be delivered within 7-10 days from the date the order is received. Your purchase order or check for materials should be made out to Pacific Northwest Publishing.

We look forward to serving you, please do not hesitate to contact me via phone or e-mail if you have any additional questions or if we can be of further assistance.

Thanks in advance,

Jackie Hefner  
orders@pacificnwpublish.com