

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:	StudentComputing	Requesting Faculty:	Kyle Parsons	Date Submitted:	3/15/15
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
Card reader	Blackboard		1958.00	1	4924.26
Door closer	Tanner Supply		568.00	1	
Electric striker	Laibe Electric		2125.26	1	
Locksmith labor	UT Lock Smith		276.00	1	
Course(s) where item(s) will be used	Kine undergraduate courses	Expected life of product (years)	12	# Students Impacted per Year	500-600
Location equipment or software will be used/stored	HH 2501	Will Tech Fee funds be needed for annual renewals or maintenance?	No		
<p>Provide a brief description of the technology requested*: This is an electronic card swipe that will allow Kinesiology students to swipe their Rocket Cards to gain access to the department computer lab. All quotes are provided by The University of Toledo lock smiths. They will order the equipment and install. This is the reason for the emailed quote amounts.</p>					
<p>Briefly describe how the technology will be used (function)*: It will be used to secure and make available the computer lab for student enrolled in Kinesiology</p>					
<p>Provide a rationale that Tech Fee funds are appropriate for this request*: Currently the 2501 computer lab is opened and closed by employees of the college. If it is after hours or those employees are unavailable, the lab is left closed. This device will allow for greater access to the computers and software without sacrificing security.</p>					

***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.

Kyle,

Here's the numbers for the estimate you requested for 2501.

Blackboard Card Reader	1958.00
Tanner Supply I have a formal quote	565.00
Laibe Electric I have a formal quote	2125.26
Locksmith Labor if charged	276.00

Thanks

Dave