

## STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 8/11/16

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 School Chair.
3. The School Chair may email this request to the Tech Fee Director. *Since some schools will have multiple requests, please rename request PDF files in the following format: Schoolname# (rank, 1 being the highest priority) example - SocialJustice1, SocialJustice2, etc.*

Dept. making request:		Requesting Faculty:		Date Submitted:	
<b>IMPORTANT: Attach an official quote from the vendor.</b>					

**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
Course(s) where item(s) will be used		Expected life of product (years)		# Students Impacted per Year	
Location equipment or software will be used/stored		Will Tech Fee funds be needed for annual renewals or maintenance?			
Provide a brief description of the technology requested*:					
Briefly describe how the technology will be used (function)*:					
Provide a rationale that Tech Fee funds are appropriate for this request*:					

**\*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.

**Presented To:**

Kyle Parsons  
 The University of Toledo  
 2801 West Bancroft Street  
 HH 2100  
 Mail Stop 119

kyle.parsons@utoledo.edu

Quote Number: **3020256**  
 Date: 9/29/2016  
 Quote Expires on: 9/29/2016  
 Sales Person: Kevin E. Olden, CBTE, CBNT, CTS

Item #	Mfr	Part #	Description	Price	Qty	Extend
<b><u>HHS 2102</u></b>						
1	Elmo	TT-12iD	Document camera HDMI, no composite video	\$710.00	1	\$710.00
2	Kramer	VP-211K	2x1 XGA & (U) Audio Automatic Standby Switcher	\$155.00	1	\$155.00
3	PVS	T&M	Time and Materials, not to exceed 4 hours w/P-P	\$95.00	5	\$475.00
<b>ABOVE QUOTE DOES NOT INCLUDE SHIPPING AND HANDLING CHARGES</b>						

**I accept the terms and conditions of this quotation.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

Terms: 30% Down/Net 30 On Orders Over \$10,000.00.

Credit Approval Required.

Delivery Instructions: Must arrive by: \_\_\_\_\_

Sub-Total: \$1,340.00

Tax:

Total: **\$1,340.00**

Partial Shipment? [ ] Yes [ ] No

Shipping Terms: Ship Point, Prepaid and Add.

Major credit cards accepted with a 3% service fee.

**TERMS AND CONDITIONS**

1. Any product supplied or service performed by the DEALER is warranted in regard to workmanship for the period provided in the equipment manufacturer's warranty. NO OTHER WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY AS TO MERCHANTABILITY OR FITNESS FOR ANY PURPOSE, IS MADE UNLESS THE SAME IS SPECIFICALLY SET FORTH HEREIN.
2. All products supplied or services performed by the DEALER shall conform to the specifications provided by the manufacturer. Should any product or service not conform to such specifications, the BUYER shall notify the DEALER immediately, but in no case later than 10 working days after receipt and acceptance of such products or services. Upon determination by the DEALER that such a nonconformity to specifications exists, the DEALER will, at its option, either repair or replace such products upon return of defective product(s) or material or will adjust the matter fairly and promptly. UNDER NO CIRCUMSTANCES WILL THE DEALER BE OBLIGATED FOR CONSEQUENTIAL OR OTHER DAMAGES, LOSSES OR EXPENSES INCURRED IN CONNECTION WITH OR BY REASON OF THE USE OF OR INABILITY TO USE SUCH PRODUCTS OR SERVICES PURCHASED FOR ANY PURPOSE.
3. Merchandise ordered "SPECIAL" or "MADE TO ORDER" is NON-CANCELABLE, unless approved by the DEALER, which will be subject to any and all cancellation charges or restocking charges, shall be the expense of the buyer.
4. Delivery shall be made to the BUYER in accordance with the agreement contained on the front page of this Confidential Quotation provided that the DEALER shall not be liable for delays or defaults in deliveries due to causes beyond its control, including, but not limited to, acts of God and nature, strikes, labor unrest or shortages, transportation delays or difficulties, flood, fire, accidents, civil unrest, war, governmental interference or embargoes, shortages of fuel, power, materials or supplies. Shipments made within 10 working days of BUYER requested or specified date of delivery shall constitute a good delivery.
5. Unless shown to the contrary on the front page of this Confidential Quotation, all products are shipped F.O.B. shipping point of origin and BUYER shall pay all freight and delivery charges at the lowest published rate for the regular method of shipping. Any special or non-customary handling charges by a carrier shall also be the responsibility of the BUYER.
6. Prices of specified products and services are exclusive of federal, state and local excise, use and sales taxes. Whenever applicable, any such tax or taxes will be added to the invoice as a separate charge for which the BUYER will be responsible.
7. Payment shall be as provided on the front page of this Confidential Quotation. BUYER agrees to pay 1-1/2% per month interest on all amounts not paid when due. BUYER also agrees to pay any and all expenses incurred by the DEALER in the collection of past due amounts. All credit card orders will be charged an additional 3% service fee.
8. The DEALER shall have the right, in addition to all other rights it may possess, to withhold shipment in whole or in part, to recall goods in transit or to repossess all goods which might be stored with the DEALER for the BUYER'S account, without the necessity of taking any other proceedings in the event of BUYER default(s) or adverse credit reason(s). The forgoing shall not be construed as limiting in any manner the rights or remedies available to the DEALER because of any default(s) of the BUYER under applicable Uniform Commercial Code as in force and effect.
9. These terms and conditions shall supersede any provisions, terms and conditions contained on any confirming Purchase Order or other writing the BUYER may give or receive. The rights of the parties shall be governed exclusively by the provisions, terms and conditions of this Confidential Quotation except as the parties may mutually agree in writing.
10. This Confidential Quotation is not a firm offer and may be changed or revoked at any time. In no instance shall this offer remain open beyond the date set forth on the front page of this Confidential Quotation. Acceptance of this offer is expressly limited to the exact terms contained herein and any attempt to alter or omit any of such terms shall be deemed a rejection and a counteroffer.

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PURCHASE ORDER NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_



# QUOTE

27943 E Broadway St.  
Walbridge, OH  
43465-9722

DATE	ESTIMATE NO.
9/29/2016	4320

To:
University of Toledo Attn: Kyle Parsons

DELIVERY	TERMS	PROJECT
included	Net 30	HHS Room 2102

DESCRIPTION	QTY	COST	TOTAL
Furnish and Install Teaching Desk 11' plastic laminate counter top 4' base cabinet access panel rack rails Mocket wire chase 9' modesty panel keyboard tray		2,085.00	2,085.00

Signature required to initiate order:

<b>TOTAL</b>	\$2,085.00
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Prices good for 90 days

Phone 419-838-7275  
Fax 419-838-5235

Customer Acceptance \_\_\_\_\_