

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:	
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
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.



Quote 3000000876663.1

UNIV OF TOLEDO

Salesperson	Quote Details	Billing Details
Salesperson Name Sofia Nestler	Quote Date 10/06/2016	Company Name UNIV OF TOLEDO
Salesperson Email Sofia_Nestler@Dell.com	Quote Validity 11/05/2016	Customer Number 129212819
Salesperson Phone 1800456-3355	Solution ID -	Phone Number 1 (419) 3833426
Salesperson Extension 5139161		Address 2801 W BANCROFT ST TOLEDO OH 43606-3328 US

Price Summary

Description	Quantity	Unit Price	Subtotal Price
Dell Color Smart Multifunction Printer - S5840cdn	1	\$906.56	\$906.56
Dell S5840 Series S5840cdn Series 550-sheet tray	1	\$254.99	\$254.99
Dell B5840cdn Series 2GB Memory DIMM	1	\$110.49	\$110.49
Subtotal			\$1,272.04
*Taxable Amount			\$0.00
*Non-Taxable Amount			\$1,272.04
Tax			\$0.00
Shipping and Handling			\$0.00
Environmental Fee			\$0.00
Total			\$1,272.04