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:	Sch Psych, Higher Ed, Counsel Ed		Requesting Faculty:	Wendy Cochrane		Date Submitted:	2/4/2016

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
Daneizo Lending Management System Lending cards (50/pk) Asset Tags (500/roll)	Apparent Corporation (IntelliScanner Corporation) 9450 SW Gemini Dr. #16295 Beaverson, OR 97008 www.intelliscanner.com (919) 468-0340 hello@itsapparent.com		1,599.20 40.00 63.20	1 2 1	**1,742.40**

Course(s) where item(s) will be used	SPSY 7320, 7330 (2 semesters), 7940 (2 semesters), 5300, 5310, 7180, 7190	Expected life of product (years)	10+	# Students Impacted per Year	100
Location equipment or software will be used/stored	HH Suite 3100	Will Tech Fee funds be needed for annual renewals or maintenance?	No		

Provide a brief description of the technology requested*:
Technology requested includes software, barcode reader, 250 asset tags (pre-printed barcode labels) and 10 lending cards. We also are requesting an additional 100 lending cards and 500 asset tags. This will permit us to use this for 10+ years because we will have the resources needed to add new equipment and provide lending cards to future students. We did consult with College Computing to ensure it is compatible and that we have a computer where in the dept where the software can be loaded.

Briefly describe how the technology will be used (function)*:
The pre-printed barcode labels will be used to label items in our Assessment and Intervention Lending Library. The materials in our lending library where purchased with student tech fees and are used by our students in their assessment and intervention classes and the accompanying field experiences of practica and internship. Currently our library inventory management system consists of numbering each assessment or intervention resource and then using a notebook when students sign it out. The list of assessment and intervention resources are kept in an Excel spreadsheet. The system is antiquated and unreliable (cards fall out, numbers fall off, student forget to sign the book, when returned forget to sign returned). This new system will allow better recording keeping for the lending library.

Provide a rationale that Tech Fee funds are appropriate for this request*:
Currently our library inventory management system consists of numbering each assessment or intervention resource and then using a notebook when students sign it out. The list of assessment and intervention resources are kept in an Excel spreadsheet. The system is antiquated and unreliable (cards fall out, numbers sticker labels fall off, students forget to sign the book at checkout, and when returned forget to sign returned). This new system will allow better recording keeping for the lending library and will hold students correctly accountable for materials they checkout of the lending library.

*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.

APPARENT

Quote / Proforma Invoice

Quotation Date:	Quotation #
February 4, 2016	Q-7050610

Customer / Ship To:

Kandyce Ruiz
The University of Toledo
College of Social Justice and Human Service
kandyce.ruiz@rockets.utoledo.edu
419-205-7735

Item / Description	Qty	Unit Price	Total Cost
Daneizo Lending Management System	1	$1,599.20	$1,599.20
Lending cards (50/pk)	2	$40.00	$80.00
Asset Tags (500/roll)	1	$63.20	$63.20
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Shipping Charges			$0.00
Subtotal			$1,742.40
NC Sales Tax		0.00%	$0.00
		Total in USD	**$1,742.40**

Notes

Pricing reflects a 20% educational discount.

This quotation is valid for 30 days and is issued by: Apparent Corporation, 9450 SW Gemini Dr. #16295, Beaverton OR 97008 USA. For inquiries, contact Apparent Corporation at hello@itsapparent.com.

Product availability subject to change without notice. All prices in U.S. dollars. Orders are accepted and processed under Apparent's posted accounting procedures: http://help.itsapparent.com/accounting

To pay by credit card, call Apparent Customer Care at +1-919-468-0340. Have your quotation # ready.
To pay by check, mail this quote along with your check in U.S. dollars to the address above.
To pay by wire transfer, you must meet certain requirements. Please see this page for more information: http://help.itsapparent.com/accounting/paybywire
To pay by purchase order, you must meet certain requirements. Please see this page for more information and how to send your PO: http://help.itsapparent.com/accounting/paybypurchaseorder

Please allow up to 10 days for processing of checks, wire transfers, and purchase orders. Thank you.