STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission: Form Updated: 9/05/17

1. Submitter must obtain required information from vendor(s). An <u>official quote</u> from the vendor <u>must</u> be attached. No website screen shots
2. This request <u>must</u> 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. Please submit as one PDF file*

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 needed for annual renewal or maintenance? What is the annual cost?			

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 <u>must</u> 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.

The pricing you requested is as follows:

MesaLabs Bios Defender Series Calibrators

(1) 200-520-L MesaLabs Bios Defender 520-L Low Flow Calibrator (5 to 500 mL/min) $1,525.00
(1) 200-520-M MesaLabs Bios Defender 520-M Medium Flow Calibrator (50 ml/min to 5 LPM) $1,525.00

Factory Warranty: One year on instrument, 6 months on battery

Each Defender includes: PC Serial Cable, 100-240V AC power US adapter/charger, (2) Plastic Leak Test Caps, NIST-Traceable
Calibration Certificate, Mini-Manual and instructions for downloading the free DryCal Pro Software.
Shipping Weight for two Defenders: 8 lbs (12 x 12 x 12 carton)

(1) FedEx Ground for two Defenders $30.00

Total: $3,080.00
Lead Time & Purchase Terms:

We normally have the Defender 510-M calibrators in stock, but we do not stock the 520 series calibrators. As MesaLabs does not drop ship, once the order is delivered to us, we will ship the Defenders to you so total turnaround time is about 14 days depending on transit time. We prepay and add shipping costs to the invoice unless you provide us with your UPS/FedEx customer number you would like us to use. FedEx Ground shipping cost with insurance is listed above. Our terms are net 15 with purchase order and account setup, credit card or electronic deposit.

The literature for the MesaLabs Bios Defender is attached. Should you have any questions please let us know.

Best regards,

Deborah

NOTE: Any products returns must be done within 20 days of the date of shipment from MesaLabs. Credit will only be issued for returns valued at over $350 per sales order, and will incur the MesaLabs 30% restocking fee on the list price of the items purchased. To return any instruments you must request a Return Authorization number prior to returning anything to the factory for credit. This Return Authorization number must be prominently displayed on the outside of the shipping box. All products returned to MesaLabs must be sent freight pre-paid in the original cartons. Product must be returned in original "sellable" condition (i.e. product has not been turned on, activated or used, has not expired, product packaging remains unmarked and includes all original accessories, spares, documentation and promotional items). The sender is responsible for any carrier loss or damage.

Deborah J. Brandt

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We accept VISA, MasterCard, Discover, American Express

Serving Analytical & EH&S Professionals for over 29 Years