

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.



NSCA

1885 Bob Johnson Drive, Colorado Springs, CO, 80906, USA
 Phone: 719-632-6722 Fax: 719-632-6367 Email: nsca@nsca.com

INVOICE

Date: 23-Mar-2017

Bill-To: 000994058-0

Order Number: 1001410890

Order Date: 17-Mar-2017

Invoice Number : 0000560325

The University of Toledo
 2801 W Bancroft St
 Toledo, OH 43606-3328

Product	Fulfil Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
	Next Due Date	Next Due Amount						
ERP/ERPUNDERGRAD-ERP - ERP Undergraduate Program 31-Mar-2017 to 31-Mar-2020	Active	Active	1	500.00	0.00	0.00	0.00	500.00

Shipping: 0.00

Tax: 0.00

Order Total : 500.00

Paid to Date: 0.00

Current Amount Due: 500.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000994058-0 The University of Toledo
 Order No.: 1001410890 Invoice No: 0000560325

Balance Due(USD): 500.00

Credit Card # _____ Exp. Date: ____ / ____

Amount: _____

Credit Cards Accepted - (AE, MS, VS)

Send payments to: NSCA
 1885 Bob Johnson Drive
 Colorado Springs, CO 80906