

CHS STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission

Form Updated 12/10/12

- 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:	SERS	Requesting Faculty:	Sarah Long	Date Submitted:	3/23/2017
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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
Reupholstery of Treatment Tables in AT Classroom	4526 Monroe St. Toledo, OH 43613 419-475-3101	N/A	\$2295	1	\$2295
Course(s) where item(s) will be used	All AT Program Courses (7 undergraduate, 6 graduate)	Expected life of product (years)	10+	# Students Impacted per Year	50
Location equipment or software will be used/stored	KINE 2510 (AT Classroom/Teaching Lab)	Will Tech Fee funds be needed for annual renewals or maintenance?		No	
<p>Provide a brief description of the technology requested*: The current treatment tables (10 in total) in the AT classroom are in need of reupholstering Due to heavy use over the last 10+ years (last date of reupholstering is unknown) the tables are not able to be returned to their original quality (cleanliness, small tears/rips, etc) As such, it is requested that the tables be recovered to renew them aesthetically and extend their lifespan for continued use</p>					
<p>Briefly describe how the technology will be used (function)*: The tables to be recovered are 5 full-length, standard treatment tables, 1 full-length treatment table with elevated headrest, 4 taping tables 10 tables in total (6 in KINE 2510 and 4 in KINE 2512) These tables are heavily used throughout the AT Program curriculum at both the undergraduate and graduate levels during evaluation and therapeutic intervention courses As such, the tables are in need of reupholstering in order to maintain standards related to cleanliness and aesthetics It is desirable to have the maintenance/improvement done over the summer as no courses will be interrupted</p>					
<p>Provide a rationale that Tech Fee funds are appropriate for this request*: This item is in the category of capital improvement and the annual program budget does not allow for this more significant expense Per CAATE accreditation requirements, AT laboratory equipment should be working and up to date with current athletic training practices so that students are given real-life experience</p>					

***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

SALES PERSON STALE
 SAMPLE BOOKS _____
 SAMPLE PAGES _____
 HANGING SAMPLES _____
 HOME PHONE 419-530-2477

WORK ORDER

AL'S UPHOLSTERY, INC.

FURNITURE - RECOVERING - REPAIRING
 4526 MONROE STREET - TOLEDO, OH 43613

TELEPHONE: (419) 475-3101
 FAX (419) 475-3106
 www.alsupholstery.com

CUSTOM MADE _____
 IN SHOP _____
 CUSTOMER TO BRING IN _____
 CUSTOMER TO PICK UP _____
 WE PICK UP & DELIVER

WORK PHONE _____
 CELL PHONE: 419-346-2108

DATE ORDER TAKEN 3-22-17
 PICK UP DATE: _____

CUSTOMER NAME UNIVERSITY OF TOLEDO

CUSTOMER ADDRESS SCHOOL OF EXERCISE AND REHABILITATION SCIENCES

ARTICLE	30x78 JOB #1 1 PC	30x48 JOB #2 2 PC	25x48 JOB #3	JOB #4	TOTALS
LABOR	200 - BOXED	250	75.00 EA		
MATERIAL	2 1/2 YDS EA \$85	3 YDS EA \$105	1 1/2 YDS EA \$50		
CUSHION	UK				
SKIRT					
TRIM	TOP FITCH	TOP FITCH	NOE OEK		
TOTAL	285 EA	345	125 EA		2,280.00

SPECIAL INSTRUCTIONS
1st 5
EMAIL 3-22-17
NO SCREW
READY BUT COMPLETED
NAVY BLUE VINYL

FAB. SHIPPING	15.00
PU & DEL.	NO CHARGE
FAB PROTECTOR	
SUBTOTAL	2,295
TAX	EXEMPT
GRAND TOTAL	
PAID ON ACC.	
BAL ON DEL	

ALL WORKMANSHIP GUARANTEED. NO FABRICS ARE GUARANTEED IN THE EVENT OF CANCELLATION. THE DEPOSIT WILL BE FORFEITED TO RESTOCKING AND SHIPPING CHARGES. COLLECT ON DELIVERY WHICH INCLUDES MASTER CARD AND VISA UNLESS PREVIOUS ARRANGEMENTS ARE MADE. JOB WILL BE DONE ACCORDING TO THE SPECIFICATIONS ON THIS CONTRACT. 1 1/2% MONTHLY INTEREST ON ACCOUNTS OVER 30 DAYS. QUOTATION GOOD FOR 90 DAYS.

CUSTOMER SIGNATURE X

DATE

FABRIC	JOB #1	JOB #2	JOB #3	JOB #4	PAY BY
COMPANY	KEYSTON				<input type="checkbox"/> BANK CARD
PATTERN	SEMPUS				<input type="checkbox"/> CASH
COLOR	NAVY BLUE				<input type="checkbox"/> CHECK
PRICE	15.00 EA APPROX				