

## 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:	
<b>IMPORTANT: Attach an official quote from the vendor.</b>					

**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

P.O. Box 8090  
 Cranston, RI 02920-0090  
 (401) 942-9363  
 Toll Free 1-800-556-7464  
 Toll Free Fax 1-800-682-6950  
 e-mail: mfathletic@mfathletic.com

www.mfathletic.com

**SHIP TO:** Univ of Toledo MS 119 Rm 2503  
 Attn. Andrew Misko  
 2801 W. Bancroft Street  
 Toledo, OH 43606

INSTRUCTIONS :

SHIP POINT	SHIP VIA	SHIPPED DATE	TERMS
MFAC, LLC	R&L Carriers		NET 30

**BILL TO:** Univ of Toledo MS 119 Rm 2503  
 Attn. Al Wermer  
 2801 W. Bancroft Street  
 Toledo, OH 43606

CUSTOMER #	INVOICE DATE	ORDER #
39064	02/01/17	2332024-00

PO #	PAGE #
Quote	1

LN #:	DESCRIPTION:	ORDERED:	BACK ORDERED:	SHIPPED:	UM:	PRICE:	AMOUNT:
1	3608 FREEMOTION DUAL CABLE CROSS	1			each	4995.00	4995.00
					Total		4995.00
					Freight		450.00
					Invoice Total		5445.00

*Everything Track & Field*

