STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 9/05/17

- 1. Submitter must obtain required information from vendor(s). An official quote from the vendor must be attached. No website screen shots
- 2. 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	e some schools will have multiple requests, ple	ase rename request PDF files
	in the following format: Schoolname# (rank, 1 being the highest priority) e	xample - SocialJustice1, SocialJustice2, etc.	Please submit as one PDF file

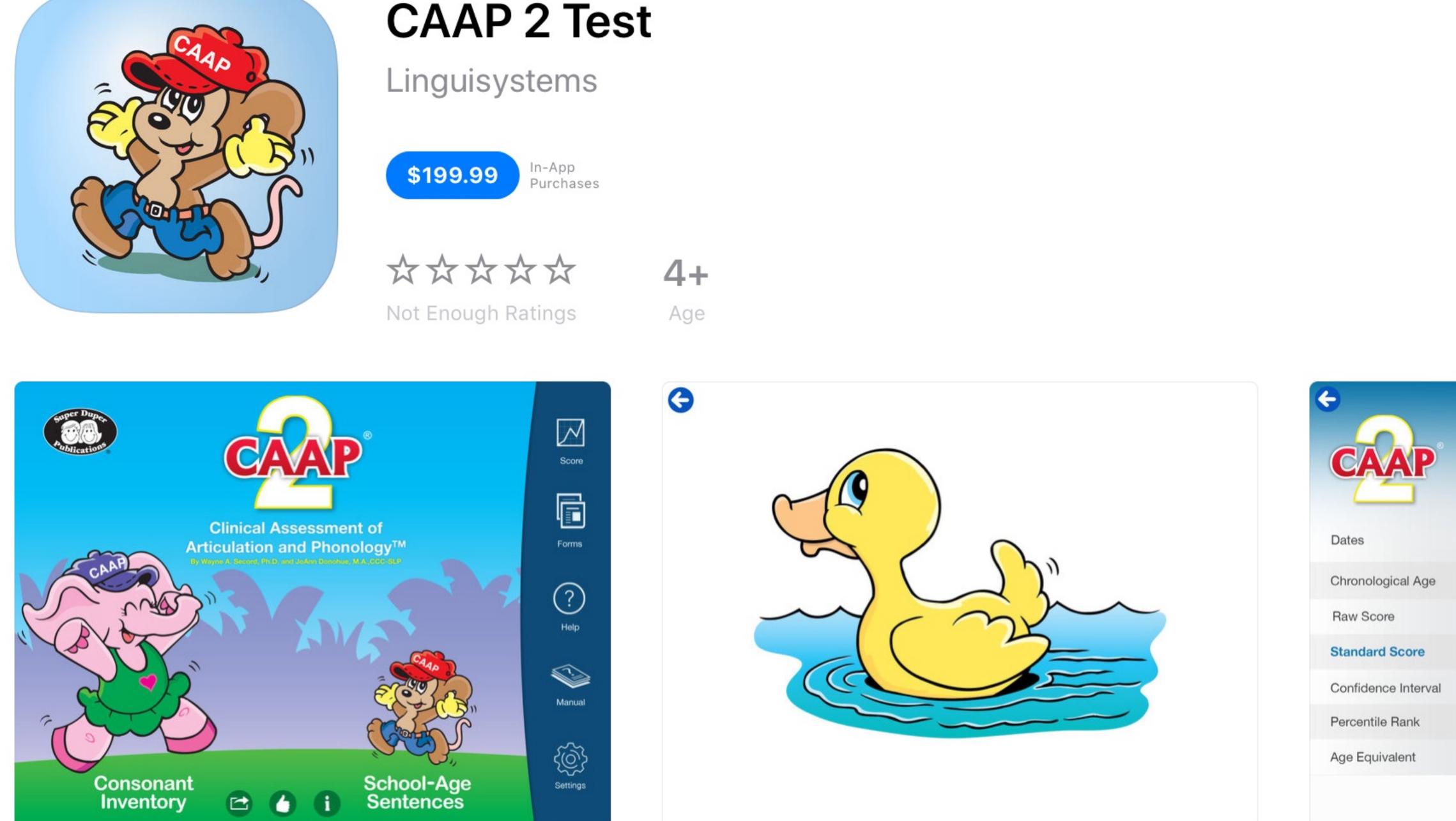
Dept. making request:	Requesting Faculty:		Da	ate Submit	tted:					
IMPORTAN	F: Attach an official quote from the v	endor.								
List one item OR group (for use as a "package") per page.										
Item Name	Vendor info. (name, address, Web site URL, phone #, email, etc.)	Part or Model #	Cost (ea	Cost (each)		Total				
Course(s) where		Expected life	of I	# Stuc	dents					
item(s) will be used		product (years	s) Impacted per Year							
Location equipment or	Will Tech Fee needed for annual renewal or									
software will be used/stored maintenance? What is the annual cost?										
Provide a brief description of the technology requested*:										
Briefly describe how the technology	oay will be used (function)*:									
Brieffy describe now the technolog	ogy will be used (function).									
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Provide a rationale that Tech Fee	e 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.

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