

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 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 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.

Pearson Assessment
P.O. Box 599700
San Antonio, TX 78259
Phone: 800-627-7271
Fax: 800-232-1223
Federal ID No: 41-0850527

Quote / Proforma Invoice

Account Number: 1005723
Document Number: 120536
Document Date: 13-FEB-2019
Expiration Date: 15-MAR-2019

Customer: UNIV OF TOLEDO

Contact: JENNIFER REYNOLDS
jennifer.reynolds21@utoledo.edu
419.530.4301

Bill To: UNIV OF TOLEDO
OFFICE OF STUDENT AFFAIRS
WOLFE HALL 1227 MS 608
TOLEDO, OH 43606

Ship To: UNIV OF TOLEDO
OFFICE OF STUDENT AFFAIRS
WOLFE HALL 1227 MS 608
TOLEDO, OH 43606

Line	Product	Qty	Units	List Price	Discount %	Amount
1.1	30800 - BASC-3 MNL	13	EACH	\$109.25	40	\$852.15
2.1	QG1BA3 - BASC-3 QG SCR 1 YEAR SUBS	28	EACH	\$50.00	40	\$840.00
3.1	30866C - BASC-3 QG DGT ADM INTP SM RPT 1YEAR SUBS	28	EACH	\$0.00		\$0.00

Payment Terms: Net 30

Subtotal: \$1,692.15
Charges: \$42.61
Taxes: \$0.00
(US Dollar) Total: \$1,734.76

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