

## 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:	
<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 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.

# QUOTE CONFIRMATION



DEAR KYLE PARSONS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1C31BXL	10/8/2020	GOPRO FOR APRIL AMES	7727274	\$465.92

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">GoPro SHORTY shooting grip / mini tripod / selfie stick</a> Mfg. Part#: AFT TM-001 UNSPSC: 45121602 Contract: Ohio IUC-PG UN19-105 Audio-Visual & Video Equip (UN19-105)	1	5504717	\$49.37	\$49.37
<a href="#">GoPro HERO8 Black - action camera</a> Mfg. Part#: CHDX801 UNSPSC: 45121516 Contract: Ohio IUC-PG UN19-105 Audio-Visual & Video Equip (UN19-105)	1	5795428	\$416.55	\$416.55

PURCHASER BILLING INFO		SUBTOTAL	\$465.92
<b>Billing Address:</b> KYLE PARSONS UNIVERSITY OF TOLEDO 2801 W BANCROFT ST MAIL STOP 119 TOLEDO, OH 43606-3328 <b>Phone:</b> (419) 530-4750 <b>Payment Terms:</b>		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	<b>\$465.92</b>
	<b>DELIVER TO</b>	<b>Please remit payments to:</b>	
<b>Shipping Address:</b> UNIVERSITY OF TOLEDO ATTN:KYLE PARSONS 2801 W BANCROFT ST MAIL STOP 119 TOLEDO, OH 43606-3382 <b>Phone:</b> (419) 530-4750 <b>Shipping Method:</b> DROP SHIP-GROUND	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Chris Pollack

(877) 655-1828

chripol@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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