

## 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.

July 22, 2021

The University of Toledo  
2801 W. Bancroft Street  
Toledo, Ohio 43606  
ATTN: Mr. Dan Perry

RE: University of Toledo  
H&H 2300 Ceiling Cord Reels

Dear Mr. Perry,

We are pleased to submit our quotation for the University of Toledo. Our scope is as follows:

1. Furnish and install ten (10) cord reels.
2. Furnish and install ten (10) 2'x2' steel lay-in ceiling plates for cord reel mounting.
3. Furnish and install ten (10) 20-amp duplex receptacles in lay-in ceiling plates to power cord reels.
4. Furnish and install five (5) 20-amp duplex receptacles in existing Wiremold.
5. Furnish and install three (3) 20-amp 120-volt electrical circuits to feed new receptacles.
6. Conduit, wire and electrical circuit breakers included.
7. Per the UT standards and specifications.
8. Sales tax excluded.
9. All work to be completed Monday through Friday, first shift.

Material:	\$ 5,771.05
Mark-up 9%:	\$ 519.39
65 hours @ \$77.66:	<u>\$ 5,047.90</u>
<b>Total Cost not to Exceed:</b>	<b>\$11,338.34</b>

Thank you for the opportunity to quote this work. If you have any questions or require further information, please call.

Sincerely,



Kendra Allen  
Project Manager

KA/sk