

PROPOSAL FOR USE OF STUDENT TECHNOLOGY FEE FUNDS



Campus _____

Organization/Department _____

Contact Person _____ Phone Number _____

Address _____

Proposal Title _____

Name of Submitter _____ Date _____

ALL INFORMATION REQUESTED MUST BE COMPLETED ON THE FRONT OF THIS ONE-PAGE FORM. HARD COPY REQUISITIONS MUST BE ATTACHED TO THE FORM FOR SUBMISSION TO PURCHASING BY THE TECHNOLOGY FEE COMMITTEE IF THE PROPOSAL IS FUNDED.

PROPOSED PURCHASES: (Specify if the proposal is a lease, rather than a purchase and give the terms of the lease.)

JUSTIFICATION:

SUMMARY OF EXPENDITURES: (Summarize purchases and costs. Give total cost of project here. Attach hard copy requisitions giving model numbers, vendors, cost, etc.)

CURRENTLY EXISTING SPACE, EQUIPMENT, AND STAFF TO SUPPORT THIS PROJECT: (Requests for employees or technology-related maintenance need to be submitted individually rather than as part of a project. You MUST indicate which existing staff will supervise any new lab proposed OR a separate request for lab personnel must also be submitted for consideration.)

PROJECTED TIME LINE FOR IMPLEMENTATION:

Approved: _____ Date _____
IT Department

Approved: _____ Date _____
Technology Fee Committee