

**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