



Date: \_\_\_\_\_

# Fund Request for Student Technology Fee

Project Title: \_\_\_\_\_ Proposer Name: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Requests will be accepted from October through the end of May.

The committee reserves the right to reject any request submitted without the appropriate approvals, signatures, or that is incomplete.

**The applicant is responsible for:**

- 1) Completing all fields and delivering completed form to the Assistant Director of Student Programs.
- 2) Obtaining necessary signatures including department head, Dean or VP, and the Director of IT

As per **RCW.28B.15.051** student technology fees are collected to provide equipment and services for general student use. Appropriate uses are identified below:

- A. Expand student access to current technology.
- B. Strengthen existing student computing resources and facilities.
- C. Improve student access to the Internet and world-wide information resources.
- D. Fund student worker salaries that support open computer labs.
- E. Provide video and related multimedia services in high-use student areas.
- F. Provide access to Lower Columbia College resources from home computers.
- G. Provide additional technological services as determined by the Committee for general student use.

## Examples:

**Specialized Hardware and Software (Exclusions):** Some software and hardware is highly specialized and is not used by the general student population. Costs related to the procurement, maintenance and support of these items is not supported by the STF. Example(s): AutoCAD and Oracle are applications that are used exclusively by students in a specific curriculum i.e. engineering and CIS programs.

**Administrative Systems (Exclusions):** Administrative systems are excluded because they do not fit into the definition of general instructional and lab computing.





**6. Why is this needed?**

**7. What additional resources will be needed for the product to be fully functional?**

**8. Will there be any reoccurring or continuous costs?**

**9. Are funds for the product being supplemented from any other sources?**

NOTE: You may add additional attachments if the space provided is not sufficient.



**COST BREAKDOWN OF REQUESTED ITEMS:**

	ITEM	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
	<b>TOTAL</b>				\$ -

\*Must attach further product details and vendor information.

**Department Approvals:** By signing this form I am certifying that this proposal is consistent with the mission of the department and the College, and that I am in agreement with the scope of work and project budget.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Dean or VP:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of IT Rep:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Upon approval applicant will work with IT to make the approved purchases.