Student Technology Fee Committee (STFC)
Annual Allocation Request

UNIVERSITY of WASHINGTON TACOMA

ALLOCATION REQUEST DATE INFORMATION

Date Created: | 2021-02-18 14:38:05   Date Due: | 2021-02-19 23:59:00   Date Submitted: | 2021-02-19 11:22:13

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: | Print Station Hardware & Maintenance

Request Description: | BYOP Print Station Hardware & Maintenance

ALLOCATION REQUEST INFORMATION

Department Name: | Computer Services | Request Code: | 21A0285

Contact Names: | Joshua Gibson | UW Tacoma Affiliation: | Staff

UWT Email Address: | jcgibson@uw.edu | Phone Number: | 253-692-4661

Title of Request: | Print Station Hardware & Maintenance | Type of Request: | Continuous / Ongoing

Department Head Approval: ✔   Department Head: | Forrest Tyree

Annual Request Information

1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

STFC has funded numerous bring your own paper (BYOP) print stations on campus. We are requesting for toner and maintenance kits for the printers. Before the pandemic, these printers were heavily used by the students. For example, just during the Fall 2019 quarter, over 58,000 pages were printed with the printers. Due to the lower presence of students on campus, that number has dropped. That being said, we would like to have some funds to purchase toner for when the campus does open back up and students are able to use this resource.

2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

Our main goal is to have print station kiosks that are heavily used to be up to date and ready for students to use. By providing students with toner and maintenance kits, they will always have a dependable and easy-to-use environment. Since these print kiosks are located across campus, it is convenient for students to get to and print using their own paper. This proposal will assure there is funding to replace cartridges in a timely manner. Before this process was initiated, a printer cartridge purchase would take up to two weeks to fund.

3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new

requestors, please provide user need data.

> Only University of Washington students are able to login to the computers and print. The kiosks are available during University of Washington Tacoma open hours.

4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

> For the toner & maintenance kits, the proposal is an on demand funding proposal with a duration of 7/1/2021 – 6/30/2022.

5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

> Computers Services will install and maintain the items requested. We will store and install the print cartridges as well. We keep a maximum of (4) of each type of cartridges on hand, the delivery time for purchased toner is next day. No additional procedures will need to be implemented for these computers and printers.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Toner	50	$190.00	$0.00	$19.38	$10,469.00
Maintenance Kits	2	$300.00	$0.00	$30.60	$661.20
				OVERALL TOTAL:	$11,130.20