



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-27 15:31:10

Date Due: 2020-02-28 17:00:00

Date Submitted: 2020-02-27 17:06:07

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Center for Student Involvement Copy Machine & Open Print Station

Request Description: This request is for funding the Center for Student Involvement Copy Machine & Open Printing services.

ALLOCATION REQUEST INFORMATION

Department Name: Student Involvement

Request Code: 20A0239

Contact Names: Zvon Casanova

UW Tacoma Affiliation: Staff

UWT Email Address: zvon@uw.edu

Phone Number: 2536924937

Title of Request: Center for Student Involvement Copy Machine & Open Print Station

Type of Request: Continuous / Ongoing

Department Head Approval: Department Head: Bernard Anderson

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?

This is an ongoing/continuous request to fund the copy/print machine available to all students in the Center for Student Involvement. The machine has been used since December 2015 and STFC has funded it since January 2017.

The copy machine was originally installed NOT as an open-use station for students to print. However, in January 2017 STFC chose to make the machine an open-print station on campus and fund the machine for this purpose. We have had tremendous success with this and would like to continue to fund it with this purpose.

This request is for \$9050.00 subcategorized to the following costs:

- \$1250 to cover the cost of paper for the entire year.
- \$650/month for every month of the year for the machine rental/toner/supplies.

Recognizing that some months will have less use than others (summer months, months with academic breaks), we anticipate this being enough.

Being an open-print station, it is hard to plan for the number of prints that will occur each year. This means that there is the chance that we have underestimated and we may need to come back next year to ask for additional funding.

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.

The primary benefit to students through this machine is that it is an open print station, both black/white and color copies. We are able to provide this service on three different paper sizes (letter, legal and tabloid), and also offering stapling and scanning. Additionally, the location of the machine (in the Center for Student Involvement) will expose students, who come by just for the printing, to student organizations and involvement opportunities. A student who had no idea where RSOs were housed may come into the Center to print and then ask questions about how to get involved. It's a great gateway to involvement and a richer campus life experience for students. Similarly with the encouraging use of the University Y Student Center and all that it offers (recreation/fitness, student game room, lounge areas, etc.).

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.

The machine is open printing for all students, including for academic use, student organization, etc. It is also open for use by the Center for Student Involvement staff.

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.

The machine is already in-place and installed in the Center for Student Involvement. There is a monthly cost from UW Seattle Creative Communications, which is applied directly to the STFC budget.

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.

The Center for Student Involvement is responsible for maintaining and overseeing the machine. All staff members in the Center are trained on how to use the machine. All technical support is provided by the machine company (Ricoh) and is included in the rental cost. Additionally, UW Tacoma IT assists in installing the appropriate printer drivers on the computers in the Center for Student Involvement.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Monthly Machine Cost (includes rental, toner, staples, maintenance)	12	\$650.00	\$0.00	\$0.00	\$7,800.00
Paper for Machine	1	\$1,250.00	\$0.00	\$0.00	\$1,250.00
OVERALL TOTAL:					\$9,050.00