UNIVERSITY *of* WASHINGTON
TACOMA

Student Technology Fee Committee (STFC)
Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2023-11-08 13:29:02`	Date Due: `2023-11-10 12:00:00`	Date Submitted: `2023-11-08 13:34:01`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `Laptop Checkout & Equipment`

Request Description: `Laptop Checkout & Equipment`

ALLOCATION REQUEST INFORMATION

Department Name:	`Information Technology`	Request Code:	`23S0414`
Contact Names:	`Keiji Oka`	UW Tacoma Affiliation:	`Not Set`
UWT Email Address:	`oka@uw.edu`	Phone Number:	`692-5610`
Title of Request:	`Laptop Checkout & Equipment`	Type of Request:	`One Time`
Department Head Approval: ✔	Department Head: `Patrick Pow`		

Special 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?

We are requesting for 5 Dell Laptops and DeepFreeze. STFC approved 15 laptops out of 20 we had requested under STFC Proposal 23A022. These 5 new laptops will continue to help students that need or cannot afford a reliable computer. But they were purchased in 2015-2017 and are out of warranty. Once they break, we would be unable to fix them. In addition, we are requesting for 5 licenses for DeepFreeze, which is a software that prevents personal information to be saved and avoid unwanted viruses. Students prefer to check out newer laptops as they run faster, we would like to replace the rest of older laptops with new laptops

2. Benefit to Students: Discuss how students have (for returning applicants) or will (for new applicants) benefit from this technology. How will additional funding of the technology benefit students?

Our main goal for laptops is to ensure that there will always be laptops available for students to check out. The demand for laptop checkout is high, and we would like to continue to service students in need. For example, since January 2022, we had almost all of the laptops checked out. By providing students with new technology, they will always have a dependable and easy-to-use laptop. Due to the fact that the demand for laptop checkout is high, we are requesting for more laptops to be up to date and available. Since the laptops are not always connected to the network, we have to manually update the laptops in batches of 5. During this process, these laptops may not be available to the students until the updates are complete and tested. We want to make sure that there are enough laptops are available to the students even if some are not available during a certain period. Newer laptops run faster than the older ones. Once students use new laptops, they wouldn't want to switch to old laptops.

3. Access: Describe who will be using or will have access to the resources being proposed. 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 registered University of Washington Tacoma students will be allowed to check out the laptops for a week at a time. The schedule that students can stop by and check out the laptops is:

WG 108 Lab/Helpdesk

Monday-Thursday 7:30 AM - 9:30 PM, Friday 7:30 AM – 3 PM, Saturday: 9 AM – 5 PM

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.

Installation will be completed as soon as we receive the laptops. All installation will be providing by Computer Services at no charge.

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. No additional procedures will need to be implemented for these laptops.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Dell Laptops	5	$1,500.00	$0.00	$153.00	$8,265.00
DeepFreeze	5	$45.00	$0.00	$4.59	$247.95
Laptop Bag	5	$25.00	$0.00	$2.55	$137.75
				OVERALL TOTAL:	$8,650.70