UNIVERSITY *of* WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2024-01-31 19:07:00`   Date Due: `2024-02-07 17:00:00`   Date Submitted: `2024-02-02 07:38:21`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `CSI Print Station Request`

Request Description: `Print Station Request for the Center for Student Involvement to provide students with access to free printing services, in color.`

ALLOCATION REQUEST INFORMATION

Department Name: `Center for Student Involvement`   Request Code: `24A0436`

Contact Names: `Conor Leary`   UW Tacoma Affiliation: `Staff`

UWT Email Address: `cleary2@uw.edu`   Phone Number: `2536924685`

Title of Request: `CSI Print Station Request`   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. Historically, 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 openuse 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 $8800 subcategorized to the following costs: $1000 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.

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?

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. 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 academic use, student organizations, projects, and more. The Center for Student Involvement is open before 9am and after 5pm so students may have the opportunity to print what they might need. 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 Creative Communiations, 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
Print Station Maintenance, supplies, and rental	1	$7,800.00	$0.00	$0.00	$7,800.00
Cost of Paper for the Year	1	$1,000.00	$0.00	$0.00	$1,000.00
				OVERALL TOTAL:	$8,800.00