



Student Technology Fee Committee (STFC) Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2025-10-28 15:57:14

Date Due: 2025-10-31 11:59:00

Date Submitted: 2025-10-28 16:06:53

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: WG108 & CP005 Free Printer Hardware, Maintenance & Supplies

Request Description: WG108 & CP005 Free Printer Hardware, Maintenance & Supplies

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 25S0517

Contact Names: Keiji Oka

UW Tacoma Affiliation: Staff

UWT Email Address: oka@uw.edu

Phone Number: 692-5610

Title of Request: WG108 & CP005 Free Printer Hardware, Maintenance & Supplies

Type of Request: Continuous / Ongoing

Department Head Approval:

Department Head: Bill Fritz

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?

Computer Services has originally purchased an HP LaserJet M604DN and HP Color LaserJet M553 for the WG108 lab for students to print to for free. STFC also purchased 2 HP LaserJet M604DN & HP Color LaserJet M553 for the WG108 lab & CP005 lab. Students use our free printing service very frequently, and we are happy to say this is one of our core services we provide to students. The number of our printer usage increased this past year. In 2023, 100,262 pages were printed. In 2024, 116,764 pages were printed. That's an increase of 16,502 pages. As of summer quarter, 81,925 pages were printed in 2025. We hope the number goes up in the future as we have more in-person classes on campus. However, the printers are getting old. One of the M604DN printers was purchased in November 2015, and the other, October 2016. The smaller M500 series printer recently got broken, and we had to put it in surplus. We are requesting one high volume printer this time. This is a continuous initiative, which has been funded for years.

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?

This would allow students to print free in the WG108 and CP005 labs and they would not have to supply their own paper. With the new printer, students will have a reliable printer without any jamming issues. This free printing service is one of our very popular services we provide to students. Currently each student gets \$40 worth of free printing. Black & White pages are \$0.10 per page and color printing is \$0.40 per page. This allows students to print up to 400 pages black & white or 100 pages color or a combination of both. Our goal is to have printers that are dependable and maintained for UW Tacoma students to use.

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 print to these printers.

[WG Lab/Helpdesk](#)

Monday-Thursday 7:30 AM - 9:00 PM, Friday 7:30 AM – 3 PM, Saturday: 9 AM – 5 PM

[CP 005/Media Lab](#)

Monday-Thursday 10 AM to 6 PM, Friday 10 AM to 3 PM, Saturday - Sunday: CLOSED

The hours may be extended if requested for special needs such as midterm and finals.

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 printer and the toner will be ordered once the request is approved, and the funding is available.

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.

Computer Services will install the printer and maintain it. We keep a maximum of 6 paper boxes and 3 printer toners on hand.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
HP Laserjet 600 series w/extra tray	1	\$2,032.63	\$0.00	\$209.36	\$2,241.99
Toner	2	\$230.00	\$0.00	\$23.69	\$507.38
OVERALL TOTAL:					\$2,749.37