UNIVERSITY of WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Special Allocation Request

Allocation Request Date Information

Date Created:	2025-10-31 10:16:14	Date Due:	2025-10-31 11:59:00	Date Submitted:	2025-10-31 10:24:44

Allocation Request Title/Description

Request Title: Print Station Hardware & Maintenance

Request Description: Print Station Hardware & Maintenance

Allocation Request Information

Department Name:	Information Technology	Request Code:	25S0522
Contact Names:	Keiji Oka	UW Tacoma Affiliation:	Staff
UWT Email Address:	oka@uw.edu	Phone Number:	692-5610
Title of Request:	Print Station Hardware & Maintenance	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?

STFC has funded numerous bring your own paper (BYOP) print stations on campus. We are requesting for the printers, computers as well as toners. We have 13 BYOP print stations. 2 computers have already lost warranty, and 4 printers are over 7 years old. We'd like to request to replace those 2 computers and 3 printers this time. Before the pandemic, these printers were heavily used by the students. Even though the usage dropped after the pandemic, students are coming back to campus now, and they still utilize our print stations. During this calendar year (January to August, 2025) alone, students printed 20,410 pages. 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?

Our main goal is to have reliable print station kiosks and ready for students to use. 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 are reliable devices for students to use when they need them.

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 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 computers and the printers, as soon as they are purchased, Computer Services will start replacing them.

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
Workstation - All-in-One	2	$1,231.43	$0.00	$126.84	**$2,716.54**
HP Laserjet M400 Series or equivalent	3	$669.90	$0.00	$69.00	**$2,216.70**
Toner	6	$200.00	$0.00	$20.60	**$1,323.60**
				OVERALL TOTAL:	**$6,256.84**