UNIVERSITY *of* WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2025-12-17 14:37:27`   Date Due: `2026-01-09 11:59:00`   Date Submitted: `2025-12-17 15:46:01`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `CSI Print Station`

Request Description: `Funding for the CSI's printer and paper`

ALLOCATION REQUEST INFORMATION

Department Name: `Center for Student Involvement`   Request Code: `26A0527`

Contact Names: `Daniel Nash`   UW Tacoma Affiliation: `Not Set`

UWT Email Address: `nashd@uw.edu`   Phone Number: `2536924813`

Title of Request: `CSI Print Station`   Type of Request: `Continuous / Ongoing`

Department Head Approval: ✔   Department Head: `Conor Leary`

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 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 for this purpose. **We allow for 60 pages of free color printing per student per day, more than any other print station on campus.** This request is for $8,550 subcategorized to the following costs: $750 to cover the cost of paper for the entire year. $650/month for every month of the year for the machine rental/toner/supplies. Our tracking of the printer's use over the budget year so far shows that the station has printed an average of $1.47 of paper per day, assuming all printing is standard bleached printer paper, or $536.55 extrapolated across the entire budget year. We're requesting $750 for paper to account for potential increases in use, as Autumn Quarter 2025 saw a 22.97% increase in printing compared to Spring Quarter 2025, despite a reduction in office hours.

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 offer three different paper sizes (letter, legal and tabloid), as well as stapling and scanning. Additionally, the location of the machine (in the Center for Student Involvement) incidentally exposes students to the other involvement offerings in the CSI, as well as the gym amenities of the University YMCA.

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 an open printing station for all students with no restriction on color or category of use. Our only guideline is that each student limit themselves to 60 double-sided pages a day. Students use printing for class materials, papers, projects, flyers for their Registered Student Organizations, and other personal use. The Center for Student Involvement is open 8 a.m. and closes at 5 p.m. Students have the opportunity to print what they need, when they need it. The station 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 billed by UW's tri-campus Managed Print Services office, 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 service fee for printer. Covers rental, ink, maintenance and repairs.	12	$650.00	$0.00	$0.00	$7,800.00
Paper fund for the 2026-2027 academic year	1	$750.00	$0.00	$0.00	$750.00
				OVERALL TOTAL:	$8,550.00