UNIVERSITY *of* WASHINGTON
TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2026-01-08 10:52:29`   Date Due: `2026-01-09 11:59:00`   Date Submitted: `2026-01-08 11:18:08`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `Free Printing`

Request Description: `Free Printing`

ALLOCATION REQUEST INFORMATION

Department Name: `Information Technology`   Request Code: `26A0542`

Contact Names: `Keiji Oka`   UW Tacoma Affiliation: `Staff`

UWT Email Address: `oka@uw.edu`   Phone Number: `692-5610`

Title of Request: `Free Printing`   Type of Request: `Continuous / Ongoing`

Department Head Approval: ✔   Department Head: `Bill Fritz`

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?

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 2024, 116,764 pages were printed, and in 2025, 136,823 pages. That's in increase of 20,059 pages. We hope the number goes up in the future as we have more in-person classes on campus. We are requesting to replace M604DN with a new large capacity printer. It was purchased in 2016, and one tray doesn't work properly. We see print jams more than we did. We are also requesting toner and paper cost 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. Currently each student gets $40 worth of free printing per quarter. 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. PaperCut NG is tracking how much paper is being printed from each student. This allows the staff at the IT HelpDesk monitor the printer and check to make sure there is adequate toner and paper. 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.

WG Lab/Helpdesk

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

CP 005 Open 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 printers have been installed and being used since January 4, 2016. Once the fund is approved, Computer Services will install the new printer in summer 2026. This proposal is an on-demand funding proposal with a duration of 7/1/2026 – 6/30/2027.

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 perform the system upgrade every year and/or as necessary to minimize security issues. Computer Services will also store and install the printer toner and paper. We keep a maximum of 6 paper boxes and 3 printer toners on hand, the delivery time for purchased toner and paper is next day.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Laserjet 600 series (or similar product) w/extra tray	1	$2,032.63	$0.00	$209.36	$2,241.99
Repair/Maintenance	1	$1,000.00	$0.00	$103.00	$1,103.00
Toner	30	$230.00	$0.00	$23.69	$7,610.70
Paper	70	$73.00	$0.00	$7.52	$5,636.40
				OVERALL TOTAL:	$16,592.09