



## Student Technology Fee Committee (STFC) Annual Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-27 16:31:41

Date Due: 2020-02-28 17:00:00

Date Submitted: 2020-02-27 16:53:41

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: University Tickets

Request Description: This request is for funding the University Ticket system utilized by the Center for Student Involvement.

### ALLOCATION REQUEST INFORMATION

Department Name: Student Involvement

Request Code: 20A0245

Contact Names: Zvon Casanova

UW Tacoma Affiliation: Staff

UWT Email Address: zvon@uw.edu

Phone Number: 2536924937

Title of Request: University Tickets

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 a continuous/ongoing request to fund the University Tickets system that we are currently using and have had funded by STFC for the past five years. The system was purchased in September 2015, with setup and preparations taking place in the Fall 2015 quarter. The system was first implemented in December 2015. This system is for online event ticket, service, or item sales, which is accessed by going to [www.uwttickets.com](http://www.uwttickets.com).

How the contract for this system works is that we commit to a minimum of \$1,250 in fees (that's the \$1,250 we are requesting) per year. The fees are typically collected by the company through the "per ticket sold fee" that they collect (ranges from \$0.50 - \$2.00 based on ticket price). Instead of waiting to see how much we sell and the total in fees that the company collects by the end of the year, we have opted to pay upfront. Then, at the end of the contract, University Tickets will deduct the total fees they collected from us during the current year from our next year's contract price. For example, last year, we had \$670.00 collected in fees by University Tickets based on the tickets we sold. That \$670.00 was deducted from our current year's invoice, bringing it down to \$580.00 instead of the planned \$1,250. Essentially, STFC paid LESS than what had been expected - the more the system is used, the less we pay for it. If enough tickets are sold in a year, the system can pay for itself. We just still need to pay upfront, in the event that does not happen.

Knowing that, we are still requesting the full minimum amount of \$1,250, as to just ensure that we have enough to fund the system for the year. Additionally, we believe it's important to request the actual amount of the system, versus guessing at how much will be deducted based on fees collected. We do anticipate STFC being given back money from this request each year.

### 2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

The University Tickets system allows for students to sell and purchase event tickets through a centralized, online system. It also allows for the sale of other things, like physical items (RSO apparel for example), services, and registrations. We can even do free event tickets or event registrations through the system, with the ability to collect information (i.e. name, email, address, dietary needs, etc.) for each ticket sold. The system opens the opportunity for credit card purchases, which we previously did not have before using this system. It also allows for better information handling and reporting (as opposed to using only Microsoft Excel – which was the previously process), as we can run instant reports on ticket inventories, ticket sales, financial data, customer information, etc.

**3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. 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 system is available for use by all student groups and programs, such as Registered Student Organizations, the Student Activities Board, Associated Students of UW Tacoma, the Center for Service and Leadership, Childcare Assistance, events funded by the Campus Event Fund, Center for Equity & Inclusion, and more. This covers majority of the student planned events on campus. Additionally, we allow UW Tacoma departments to sell tickets for their events, which furthers the opportunity for students to have access to ticket purchasing for campus events.

**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.**

If approved, the service will automatically be renewed when the current contract expires on August 31, 2029. This is the only payment for this proposal – there is no other timeline.

**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 system, as well as for the ticket sales. All staff members are trained on how to use the system and can answer basic questions from users. All technical support for the system is provided by the company University Tickets (at no additional cost). UW Tacoma IT assists with connecting the University’s single sign-on portal to the system, as well.

**Funding Request Items**

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
University Tickets Annual Fee Minimum	1	\$1,250.00	\$0.00	\$0.00	\$1,250.00
OVERALL TOTAL:					\$1,250.00