UNIVERSITY of WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2020-02-27 14:52:40`   Date Due: `2020-02-28 17:00:00`   Date Submitted: `2020-02-27 15:37:50`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Laptop Checkout & Equipment

Request Description: Laptop Checkout & Equipment

ALLOCATION REQUEST INFORMATION

Department Name:	Computer Services	Request Code:	20A0234
Contact Names:	Joshua Gibson	UW Tacoma Affiliation:	Staff
UWT Email Address:	jcgibson@uw.edu	Phone Number:	253-692-4661
Title of Request:	Laptop Checkout & Equipment	Type of Request:	One Time

Department Head Approval: ✔   Department Head: Forrest Tyree

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?

We are requesting for ten Dell Laptops and ten Apple laptops, replacement chargers, and DeepFreeze. These new laptops will help students that need or cannot afford a reliable computer. 20 of the laptops that STFC purchased, were purchased in 2015 and are out of warranty. Once they break, we would be unable to fix them. We are requesting for chargers because when a student loses the chargers, we require them to pay for a replacement but that may take time, so the laptop would unavailable to be checked out in the meantime. In addition, we are requesting 20 licenses for DeepFreeze, which is a software that prevents personal information to be saved and avoid unwanted viruses.

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.

Our main goal for laptops is to ensure that there will always be laptops available for students to check out. The demand for laptop checkout is high, and we would like to continue to serve students in need. For example, during the Fall 2019 quarter, we had 415 laptop checkouts. By providing students with new technology, they will always have a dependable and easy-to-use laptop. Due to the fact that the demand for laptop checkout is high, we are requesting for more laptops to be up to date and available. Since the laptops are not always connected to the network, we have to manually update the laptops in batches of 5. During this process, these laptops may not be available to the students until the updates are complete and tested. We want to make sure that there are enough laptops are available to the students even if some are not available during a certain period.

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.

Only registered University of Washington Tacoma students will be allowed to check out the laptops for a week at a time. The schedule that students can stop by and check out the laptops is:

WG 108 Lab/Helpdesk

Monday-Thursday 7:30 AM to 10:30 PM, Friday—7:30 AM to 3 PM, Saturday--9 AM to 5 PM, Sunday-CLOSED

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 installation will be completed during the summer quarter of 2020. All installation will be provided by Computer Services at no charge.

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. No additional procedures will need to be implemented for these laptops.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Apple MacBook Pro	10	$1,900.00	$0.00	$193.80	$20,938.00
Dell Laptops	10	$1,350.00	$0.00	$137.70	$14,877.00
Apple Chargers	5	$90.00	$0.00	$9.18	$495.90
Dell Chargers	5	$68.00	$0.00	$6.94	$374.70
DeepFreeze	20	$30.00	$0.00	$3.06	$661.20
				OVERALL TOTAL:	$37,346.80