UNIVERSITY *of* WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2025-02-04 13:42:47`   Date Due: `2025-02-07 12:00:00`   Date Submitted: `2025-02-04 13:46:59`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `Checkout & Inventory System`

Request Description: `Checkout & Inventory System`

ALLOCATION REQUEST INFORMATION

Department Name:	Information Technology	Request Code:	25A0481
Contact Names:	Keiji Oka	UW Tacoma Affiliation:	Staff
UWT Email Address:	oka@uw.edu	Phone Number:	692-5610
Title of Request:	Checkout & Inventory System	Type of Request:	Continuous / Ongoing

Department Head Approval: ✔   Department Head: `Patrick Pow`

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 funding to renew the annual maintenance for the IT Helpdesk's checkout and inventory system. The checkout and inventory system that we use is called WebCheckout. WebCheckout was purchased by STFC in 2015, proposal #16A014. The system helps us keep track of all the checkout equipment, who checks out equipment, when it is due, and each equipment's history. We checked out most of our equipment for 1 week. We do check out equipment to students for a long-term depending on their needs and situation. That being said, we still had about 400 items checked out through the checkout system. The current number of items in the inventory system is close to 10,000. In 2024 we checked out equipment at least 1055 times. Only Autumn quarter alone, we had 390 times. That's 90 more times more than Autumn 2023. This is a continuous proposal, 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?

WebCheckout benefits students, STFC, and Information Technology. We are able to keep track of the equipment, checkout equipment to students faster and more efficient, and know the history of each checkout and equipment. The system sends email when it's checked out and a few days prior to the due date. This checkout system enables us to know how much equipment is being checked out and what needs to be replaced.

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.

Information Technology will handle the back-end support of the system along with WebCheckout. STFC will also have access to view what equipment has been purchased and its status. Lastly, all active UW Tacoma students will have access to checkout equipment through the system in WG108.

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 funding is granted, the license renewal will take into effect in July 2025.

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.

Information Technology will provide all support of the software system along with WebCheckout.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
WebCheckout (Checkout & Inventory Software)	1	$8,384.20	$0.00	$863.57	$9,247.77
				OVERALL TOTAL:	$9,247.77