



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2025-02-04 16:18:21 Date Due: 2025-02-07 12:00:00 Date Submitted: 2025-02-04 16:21:54

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Repairing STFC Purchased Equipment Block Funding

Request Description: Repairing STFC Purchased Equipment Block Funding

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 25A0484

Contact Names: Keiji Oka

UW Tacoma Affiliation: Staff

UWT Email Address: oka@uw.edu

Phone Number: 692-5610

Title of Request: Repairing STFC Purchased Equipment Block Funding

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?

The UW Tacoma IT Helpdesk checks out laptops, multiple types of media equipment, mobile hot spots, and headphones to students as well as offering free printing. This equipment is purchased by STFC and essential for student success. We currently have over 700 items available for checkout. As you might be aware, a lot of the equipment is under warranty. But, some of the older equipment that is repairable but out of warranty cannot be sent in for repair without funding. So, we are requesting funding to repair any damaged equipment that is not under warranty.

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?

Our main goal for checkout items is to ensure that there is always equipment available for students. The demand is high and we would like to continue to service students in need. This funding will allow us to send in equipment that is damaged or not working, so that students can have consistent access to our services in the future.

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.

Only registered University of Washington Tacoma students will be allowed to check out equipment and to use our free printing. The schedule that students can stop by and check them out is:

[WG 108 Lab/Helpdesk](#)

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

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.

We would use the funds as needed from July 2025 - June 2026.

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 diagnose and send in broken equipment for repair as needed.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Funding to Repair STF Equipment	1	\$2,000.00	\$0.00	\$206.00	\$2,206.00
OVERALL TOTAL:					\$2,206.00