



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2025-02-07 10:20:45 Date Due: 2025-02-07 12:00:00 Date Submitted: 2025-02-07 10:25:41

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Laptop Checkout & Equipment
Request Description: Laptop Checkout & Equipment

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology Request Code: 25A0505
Contact Names: Keiji Oka UW Tacoma Affiliation: Staff
UWT Email Address: oka@uw.edu Phone Number: 692-5610
Title of Request: Laptop Checkout & Equipment 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 for 22 Dell Laptops to replace those which lost or will soon lose warranty. If they break, we will be unable to fix them. These new laptops will help students that need or cannot afford a reliable computer. 12 laptops already lost warranty in 2024 or earlier. 10 laptops will lose warranty in August 2025. Our laptop checkout service is a very popular service. Almost all laptops were checked out in the fall quarter 2023 as well as in the winter 2024. Especially this newly started service, quarter long checkout, is very popular and all quarter long laptops have been checked out as of 1/21/2025. Those laptops are used to run special software such as Account software or to access virtual machines. We are also requesting to renew/keep funding the 30 mobile hotspots available for students. In 2020, STFC & IT purchased mobile hotspots for students in need of internet. Due to students still needing access to the internet away from campus, we are requesting to renew/keep funding the 30 mobile hotspots available for students. In the last few years, we have had all of these hotspots checked out (almost all even in 2024 fall quarter) at one time.

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 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 service students in need. 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 if necessary. 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. 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

Monday-Thursday 7:30 AM - 9:00 PM, Friday 7:30 AM - 3 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.

Installation will be completed during summer quarter of 2025. All installation will be providing 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
Dell laptops	22	\$1,222.79	\$0.00	\$125.95	\$29,672.28
Mobile Hotspots Annual Subscription	30	\$180.00	\$0.00	\$18.54	\$5,956.20
OVERALL TOTAL:					\$35,628.48