# Student Technology Fee Committee

# Request for Funds

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | *Make sure to complete all areas* | | | |
| Request Submitted for STF Committee  □ Fall  □ Winter  □ Spring | Documents Attached  □ Quote  □ Contract  □ Other | | Number of Students Impacted by This Request | STF Committee Representative Presenting Request | If Approved,  Next Step:  *Submit Request Center Technology Ticket with Funding Request & Quote attached.* |

|  |  |
| --- | --- |
| **Requester:** | **Date Submitted:**  *(must be submitted no less than 10 business days prior to meeting)* |
| **Amount Requested:** | **Fiscal Year:** |
| **Request for:** | |
| **Program(s) benefiting from this request:** | |
| **Timeline for Expenditure(s):** | |
| **Number of Students Served Each Year by Program:** | |

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| **Describe the activities and expected accomplishments and why the Student Technology Fee should fund this request:** |
| **What other ways have you tried funding this request:** |
| **Describe the anticipated impact on students from these activities:** |

**Requester:** Send request to your Division Chair or Supervisor for initial approval.

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

*Sign if approving request and forward to Executive Assistant, Information Technology Services (N215A) to be added to next Quarter STF Committee Agenda.*

**VP of Information Technology Services:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**ASG Emerging Technology and Entrepreneurial Representative:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

|  |  |  |  |
| --- | --- | --- | --- |
| *To Be Completed By Information Technology Services* | | | |
| STF Committee  □ Approved  □ Denied  □ Inconclusive | Committee Vote | Notes | Other documentation Required |

***Complete and submit this section after activity****.*

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| **Describe accomplishments:** |