

Student Technology Fee Special Funding Request Form

Contact Information:

Name Title FName LName

Email Address

Campus Box

Department/Unit

Dept./Unit Head Name Title FName LName

Dep./Unit Head Email

(1) Provide a brief description of your request.

(2) Please provide the following information:

- a) What will it do?
- b) Who will it affect?
- c) What impact will it have on campus?
- d) Does this request have an existing model on another campus? If so was it successful?
- e) Is there any additional funding for this request?
- f) What is the time frame for this request?
- g) Are there any ongoing costs associated with the request?
- h) Who is responsible for implementation and/or maintenance of the request?
- i) Where will the equipment be located?

General Comments:

Funding

Itemized Budget: Provide a detailed budget for your request. Please only include the items for which you are requesting funding. Each budgeted item should be clearly described and its need should be explained in your proposal description.

Item No.	Item Description	Quantity	Cost
Item 1	Item 1		Amount
Item 2	Item 2		
Item 3	Item 3		
Item 4	Item 4		
Item 5	Item 5		
Item 6	Item 6		
Item 7	Item 7		
Item 8	Item 8		
Item 9	Item 9		
Item 10	Item 10		
Total cost:			\$ 0.00

Submit this form to the chair of the [Student Technology Fee Advisory Committee](#) (STFAC) and the [CIO](#) for consideration.

If the Chair and CIO determine that the request meets the Board of Regents Technology Fee Guidelines and the request contains all of the required information, they will add the request to the committee's agenda at the committee's convenience. The request originator will be notified of the agenda placement and may be asked to present the request in front of the committee.

Meeting the above criteria does not ensure a successful request. At the committee meeting where the request is presented, the committee will vote on the request. The committee can, at that time, suggest changes to the request, approve the request as is, or deny the request. Any changes the committee makes will be presented back to the originator for their approval before proceeding. Any decisions by the committee will be conveyed in writing to the originator along with the STFAC Special Request Funding form, if approved.