UNIVERSITY of WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-27 14:48:04　　Date Due: 2020-02-28 17:00:00　　Date Submitted: 2020-02-27 15:37:38

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Checkout & Inventory System

Request Description: Checkout & Inventory System

ALLOCATION REQUEST INFORMATION

Department Name: Computer Services

Contact Names: Joshua Gibson

UWT Email Address: jcgibson@uw.edu

Title of Request: Checkout & Inventory System

Request Code: 20A0233

UW Tacoma Affiliation: Staff

Phone Number: 253-692-4661

Type of Request: Continuous / Ongoing

Department Head Approval: ✔　　Department Head: Forrest Tyree

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 license for the IT Helpdesk's checkout and inventory system, signature terminal, and Adobe Pro. 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, which checks out equipment when it is due, and each equipment's history. We are requesting for two signature terminals so that students can electronically sign an agreement form that we usually print for each checkout. We have had over 2,100 checkouts in the last year alone. Each checkout, we print the agreement form and have the student sign. This would allow us to keep those forms electronically and save paper in the process.

2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

WebCheckout benefits students, STFC, and Information Technology. We are able to keep track of the equipment, checkout equipment to students faster and more efficiently, and know the history of each checkout and equipment. This enables us to know how much equipment is being checked out and what needs to be replaced. The signature terminal will allow us to use less paper and store the agreements in a secure place.

3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. 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 it's 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 on July 2019.

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	$4,318.00	$0.00	$440.44	$4,758.44
Signature Terminal	2	$320.00	$0.00	$32.64	$705.28
Adobe Pro	1	$110.00	$0.00	$11.22	$121.22
				OVERALL TOTAL:	$5,584.94