

## Technology Equipment Request Form (Tech Fee)

Location(s) for Request _____	Project Reference # _____
<b>Media Technology Equipment</b> Media Technology Equipment refers to the purchase of classroom audiovisual equipment, media production equipment, multimedia projectors, DVD players, multimedia computers used to support media and audiovisual equipment, televisions, cameras, microphones, interactive displays, clickers, etc.	

**Please describe the Media Technology Equipment you are requesting:**

  
  
  
  
  
  
  
  
  
  

**Will this replace any equipment already at the location? \_\_\_\_\_ . Please describe:**

  
  
  
  
  
  
  
  
  
  

**Please provide a detailed justification for the request (Required)**

(This section filled out by Media/IT Staff only)

Estimated Cost \_\_\_\_\_ Budget Year \_\_\_\_\_

Are there any special requirements to complete the project? \_\_\_\_\_ Please describe: \_\_\_\_\_

Date Submitted \_\_\_\_\_ Submitted By \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Division Dean Signature \_\_\_\_\_

**Action Taken (Tech Fee Committee Only)**

Approved \_\_\_\_\_ Date \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*PLEASE SUBMIT THIS FORM WITH BUDGET DECISION PACKAGES\*\*\*\***