FACULTY REQUEST FOR PROJECTS SUBMITTED TO THE TECHNICAL SERVICES OVERSIGHT COMMITTEE

One of the duties of The Technical Services Oversight Committee is to consider requests for projects that would be funded from Technology fees, those fees paid by students and used to support students. In order to make the procedure consistent we are asking all requestors to submit the following information for consideration by the committee.

Name of Requestor: _____ Date: _____

Phone: _____ Email: _____

Division / Department: _____

Lab Request Number*: _____ **If Applicable*

Justifications:

Brief description of item(s) being requested:

Classes, programs or student services impacted:

Number of students impacted: _____ or Check for All Students ☐

Educational impact to students:

Cost: _____ *If available, attach quote from vendor.*

Supervisor Name: _____ Email: _____

Supervisor Signature _____ *Date* _____