<u>Date</u>: May 27, 2012

Proposal Title: ADA Station Tech. Upgrade- Computer Services
Proposal #7

Dear Chan Mom,

The Student Technology Fee Committee at the University of Washington Tacoma has completed reviewing proposals for the 2011-2012 Annual Allocation proposal cycle. The Committee has considered your proposal for the 2011-2012 cycle and would like to thank you for submitting a proposal.

The Committee is pleased to inform you that your proposal has been approved for **full funding** in the amount of **$12,487.02 (including tax & shipping)**. Congratulations! Requested items are listed below with approved item(s), amount(s) and line-item budget number(s).

Requested Item	Quantity	Approved	Not Approved	Amount	Budget Number
Dragon Naturally Speaking Pro	4	X		2648.16	73-0395
Zoom Text Mag/ Reader	4	X		2648.16	73-0395
JAWS	4	X		4615.60	73-0395
Computer Replacement	4	X		2575.11	73-0395

NOTE: Appeals must be submitted to the STFC Chair(s) within five business days of this notification. Qualified appeals are appeals that allege a violation of the State Constitution, applicable state laws, applicable University policies or regulations, or when a material misrepresentation of facts that may serve to validate the allocation exists. Objections based solely on disagreement of the approved allocation are not grounds for an appeal.

Use of Funds
Funds awarded may only be spent on those items specified in the proposal *as approved or partially approved by the Committee*. Administration of these funds is the responsibility of the department and proposal author(s) receiving the award. All approved items must be ordered by **August 15, 2012**, with delivery and installation to be completed as soon as possible following this date. Once all approved items have been purchased, any remaining Student Technology Fee (STF) funds awarded will be returned to the Committee budget.

All computer or media products (including, but not limited to, peripherals, software, cameras, and hardware) must be purchased through the Department of Information Technology. Please email tachelp@uw.edu to request items to be ordered and purchased. Any human resources and facilities fees will need to be processed through a budget transfer. In any communications regarding a budget transfer, copy Michelle Harper (mnharper@uw.edu). **You may not use personal funds to purchase any approved items.**

Purchases are not to exceed the amount approved by the committee. Any changes in cost that exceed the approved amount, or circumstances that prevent approved items to be ordered by the stated deadlines, must be submitted to the committee for review. Failure to follow funding approvals and/or published deadlines can result in a forfeiture of approved funding.

Post-Proposal Documents

All documentation must be submitted to the Student Involvement Office, MAT by the deadlines listed below.

August 15, 2012 - Proposers must submit proof that all tangible items have been ordered by August 15, 2012.

Receipts for any purchases, services, and fees must be submitted to Michelle Harper within thirty (30) days of service or purchase.

All equipment purchased with STF funds must be identified with an STF sticker that is phrased "Funded by the Student Technology Fee." All web pages and other printed and electronic material must have the words "Funded by the Student Technology Fee" and the ASUWT logo. Stickers and logo images are available from the Committee by emailing uwt_stfc@uw.edu with your contact information.

We wish you all the success in the implementation of your proposal.

If you have any questions, please feel free to contact the Committee at uwt_stfc@uw.edu.

Thank you,

Student Technology Fee Committee

_____   _____

Morgan Favors   Niko Ankiong
STFC Co-Chair   STFC Co-Chair
asuwtfin@uw.edu   asuwts1@uw.edu

STFC Post-Proposal Checklist

NOTE: Please submit all post-proposal paperwork as a complete package.

Proposal Author(s) Name(s): _____Proposal Number: _____

REQUIRED PAPERWORK

☐ STFC Post-Proposal Checklist

☐ Post-proposal purchase form (Check one):

    ☐ **Purchase Request Form**: Original form must be submitted (see example):
    http://www.tacoma.washington.edu/finance/purchasing/forms.cfm
    ☐ **eProcurement**: Copy of transaction must be submitted
    ☐ **Procurement Card**: Copy of receipt must be submitted
    ☐ **Budget Transfer(s)**: Copy of transaction must be submitted

☐ Invoice(s)

Incomplete forms will be sent back to the proposal author(s) for corrections and resubmission. The deadline to submit post-proposal documents to Student Involvement, MAT 103B is **August 5, 2011** unless extended by the Committee.