Delgado
COMMUNITY COLLEGE

Proposal for Use of Student Technology Enhancement Program (STEP) Fee

Campus/Site [   ] Division [   ]

Author [   ] Date [   ]

All information requested must be completed on the front of this one-page form. Hard copy requisitions (or professional services contracts, as applicable) must be attached to the form for submission to Purchasing Office by the STEP Council if the proposal is funded.

1. **Proposed purchases** (Specify if the proposal is a lease rather than a purchase and give the terms of the lease.)

2. **Justification**

3. **Summary of expenditures** (Summarize purchases and costs here. Give total cost of project here. Attach hard copy requisitions giving model numbers vendors, cost, etc. All back-up documentation to support the requisition must be current and include detailed specifications and freight charges. To prevent quotes from expiring, author of proposal must request quotes with a two- to four-month window when possible.)

4. **Currently existing space, equipment and staff to support this project.** (Requests for employees or maintenance need to be submitted individually rather than as part of a project. You MUST indicate which existing staff will supervise any new lab proposed OR a separate request for lab personnel must also be submitted for consideration.)

5. **Projected time line for implementation**

Requisitions Approved Prior to Proposal Submission:
      Computer-related requisitions: _____

                                    Chief Information Officer   Date

      Media-related requisitions: _____

                                      Director, Instructor Technology, Support, and   Date
                                      Professional Development

Proposal Approval:
      Division Dean/Unit Head_____   Date _____
      Executive Dean_____   Date _____

All information requested must appear on the front of this page.