



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

Original Adoption: June 1, 2007
Effective Date: June 1, 2007
Last Revision: August 21, 2014

Campus _____ Region _____

Organization/Department _____

Contact Person _____ Phone Number: _____
(Please Print)

Address: _____

Proposal Title: _____

Name of Submitter: _____ Date _____

ALL INFORMATION REQUESTED MUST BE COMPLETED ON THE FRONT OF THIS ONE-PAGE FORM. HARD COPY REQUISITIONS MUST BE ATTACHED TO THE FORM FOR SUBMISSION TO PURCHASING BY THE STEP COMMITTEE IF THE PROPOSAL IS FUNDED.

PROPOSED PURCHASES: (Specify if the proposal is a lease, rather than a purchase and give the terms of the lease.)

JUSTIFICATION:

SUMMARY OF EXPENDITURES: (Summarize purchases and costs. Give total cost of project here. Attach hard copy requisitions giving model numbers, vendors, cost, etc.)

CURRENTLY EXISTING SPACE, EQUIPMENT, AND STAFF TO SUPPORT THIS PROJECT: (Requests for employees or technology-related 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.)

PROJECTED TIME LINE FOR IMPLEMENTATION:

HUMAN RESOURCES NEEDED FOR IMPLEMENTATION, TECHNOLOGY RELATED MAINTENANCE, OPERATION, TRAINING, ETC.

Approved: _____ Date _____
Student Government Association Representative

_____ Date _____
Campus Step Committee

_____ Date _____
Regional Step Committee

_____ Date _____
Regional Director

Policy Reference: Louisiana Technical College Policy No. IS100.32
La. R.S. 17:3351.1
LTC Policy IS1930.189 Student Technology Enhancement Program

Approved:



Dianne Clark
Interim Director