



Policy Name:	Proposal for Use of (STEP) Student Technology Enhancement Program Fee
Policy Number:	1.189a
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

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

Campus: _____ **Region:** _____

Organization/Department: _____

Contact Person (Please Print): _____ **Phone Number:** _____

Address: _____

Proposal Title: _____

Name of Submitter: _____ **Date:** _____

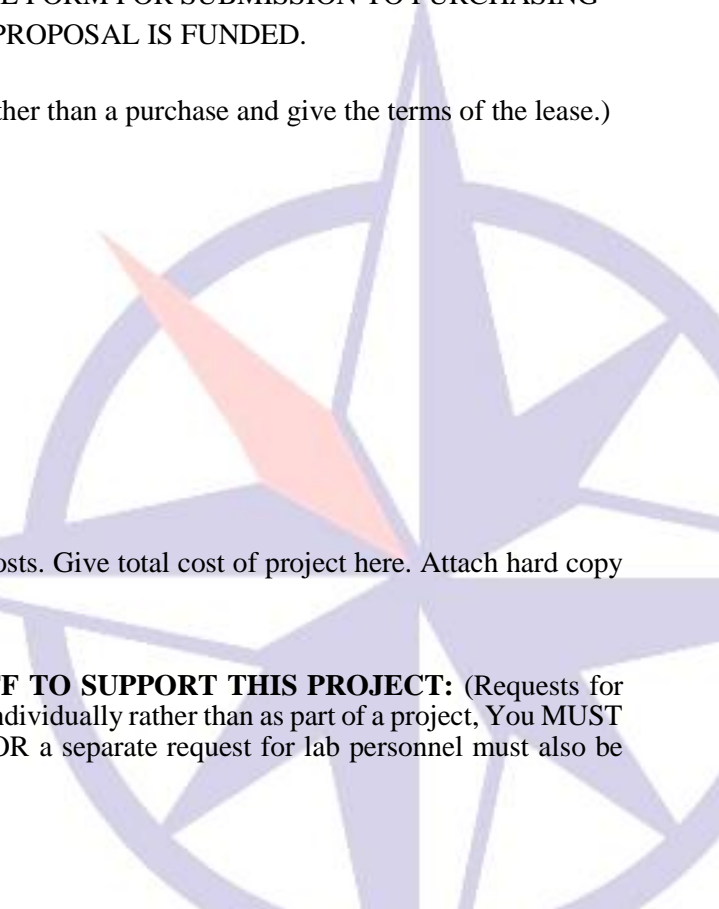
ALL INFORMATION REQUESTED MUST BE COMPLETED ON THE FRONT OF THIS ONE-PAGE FORM.
HARD COPY REQUISITIONS MUST BE ATTACHED TO THE FORM FOR SUBMISSION TO PURCHASING
BY THE STEP COMMITTEE IF THE PROPOSAL IS FUNDED.

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 TIMELINE FOR IMPLEMENTATION:

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


Approved: _____ Date _____
Student Government Association Representative

_____ Date _____
Campus Step Committee

_____ Date _____
NLCC Step Committee

_____ Date _____
Chancellor

Policy Reference: LTC Policy #IS100.32 Proposal for Use of (STEP) Student Technology Enhancement Program Fee
Louisiana Technical College Policy No. IS100.32
La. R.S. 17:3351.1
LTC Policy IS1930.189 Student Technology Enhancement Program

Approved:

Dr. Jeyda Spillers
Chancellor

