



**STUDENT DEVELOPMENT AND ENROLLMENT SERVICES
PROCEDURE**

SUBJECT: Technology Fee Submittal	Effective Date: 11-15-11	Procedure Number: 4-002	
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APPLICABILITY/ACCOUNTABILITY:

The procedure applies to all departments within SDES.

BACKGROUND:

This procedure outlines the process for submitting a proposal for acquiring UCF Technology Fee funding for SDES projects.

PROCEDURES:

1. All departments within the Division must adhere to the rules and guidelines outlined and published by the Technology Fee Committee for that fiscal year.
2. All technology being requested in Tech Fee proposals must meet SDES IT, UCF and industry standards.
3. The Division IT Manager must be notified of all requests for infrastructure improvements that include external vendors, CS&T or OIR at the time of request. In addition, routine updates on their progress must be provided.
4. All proposals must be reviewed by the Division IT Manager, who will then make a recommendation to the SDES Vice President for final approval.
5. All proposals from SDES will be submitted at one time by the Division IT Manager.

CONTACTS:

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PROCEDURE APPROVAL:

Procedure Number: 4-002	
SLT Member Responsible: <u>S. G. Owen</u>	Date: <u>11/15/11</u>
SDES Procedure Chair: <u>David L. Pavlonnis</u>	Date: <u>11/15/11</u>
SDES Vice President: <u>Maribeth Ehsz</u>	Date: <u>11/15/11</u>