On behalf of Dean Rajala, I am sending you this requested report regarding the College of Engineering’s summary of all student technology fee income, expenditures and carryover funds.

A. Summary Page:
A summary page is attached to this email. It provides an overview of all College of Engineering technology fees including: carry forward from FY12 ($1.5M); funds received ($2.6M); expended ($3.0M); and carry forward to FY14 ($1.1M).

B. Carryover Totals:
The June 30, 2013 carry forward cash balance in the College’s technology fee accounts was $1,093,489, as compared to $1,465,931 one year ago. These funds are available to our department chairs to spend in support of student learning. The College’s approach to the management of financial resources involves both local and central decision making to meet the needs of the student population. Department chairs have the flexibility to use as needed. They formulate plans and propose expenditures as they make decisions throughout the year.

C. Current Year Narrative:
The College had allocated technology fee revenue proportionally to the academic departments based on the enrollment of the students and the amount of instruction taught. This has been the practice for 3 years now, beginning in FY11, and provides an incentive for the recruitment, retention, and academic success of students.

The FY13 student technology fee income allocated to the college was estimated to be $2.2 million. A portion “off the top” was used to support central computing that benefits the entire college. The remaining was allocated to the academic departments. This model supplants the previous approach in which departments submitted proposals for central review and competition. The intention and philosophy here is to lean administrative overhead and improve the ability of departments to allocate resources under local control for the benefit of student learning. Actual revenue exceeded estimates by $402,000, totaling approximately $2.6 million. The majority of expenses paid from all of these funds were in the ISU class code category for “services, information, and communications.” The attached summary page shows the allocations made to each department and project including college-wide operational expenses, computer lab upgrades, and a software portfolio.

The estimated fall 2013 enrollment is anticipated to exceed 8,300 engineering students. These student technology fees are used to reach the college’s highest priority of improving the quality of the student learning experience including improving the quality and quantity of space needed to achieve this aim.
Through the Dean’s Education Initiative (DEI), a one-time investment of $2.5 million was made to support our undergraduate educational programs in today’s environment of growing enrollment. This $2.5 million investment included $430,000 from technology fee income. Faculty and staff were authorized to spend this money over a 2-year period, ending in FY14. The college initiative is directed at sustainable improvements in our curricular and co-curricular undergraduate educational programs in the areas of student learning, efficiency to accommodate increased enrollment, collaborations and economies of scale, and student success along the recruiting, education, advising, retention, and placement value change. The projects supported through the DEI will loosen the highest priority pinch points in the college’s undergraduate programs. Examples of projects include enhancing hands-on learning across the ENGR160 curriculum, adding additional GEO testing equipment, and addressing increasing enrollments in software engineering and electrical & computer engineering labs.

D. Expenses requiring CAC Approval:
Attached is a summary of the pre-approved unusual expenses. In addition to the CAC annual audit process, we have reviewed WebFM and believe this complies with the CAC reporting guidelines.

Thank you.

CC: S Rajala, G Mirka, A Somani, R Cox, L Genalo, M Sasse, B Schafbuch
### College of Engineering Fiscal Year 2013 Computation Advisory Committee Report

#### Allocation and Expenditures Summary

<table>
<thead>
<tr>
<th>Allocation and Carryover</th>
<th>Expenditures</th>
</tr>
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<tbody>
<tr>
<td>FY13 Allocation</td>
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<tr>
<td>FY12 Carryover</td>
<td>1,465,930.89</td>
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<tr>
<td>Total Available - FY13</td>
<td>4,068,174.26</td>
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<tr>
<td>Total Expenditures (real and projected) - FY13</td>
<td>4,068,174.26</td>
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</table>

#### Note:
Difference of "Allocation/Carryover" minus "Expenditures/FY13 Carryover" should equal zero.

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<tr>
<th>FY11 Carry Forward Balance</th>
<th>Allocat/Total Receipt</th>
<th>Transfers In</th>
<th>Total Personnel</th>
<th>Total Services, Information, Communication</th>
<th>Total Supplies</th>
<th>Total Utilities, Maint &amp; Repair</th>
<th>Total Miscellaneous</th>
<th>Total Capital Transactions</th>
<th>Office Supplies</th>
<th>Total Expenditures</th>
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<td>1) Salaries, wages and fringe benefits.</td>
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<tr>
<td>2) Includes software, data service, computer supplies, and other computer related expenses.</td>
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<td>3) Includes expendable equipment, printing, photocopier supplies, hardware supplies, photo/audio/visual supplies, etc.</td>
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<td>4) Includes graduate student tuition for graduate students working and paid on CAC funds when no other tuition support exists.</td>
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<tr>
<td>5) Includes assets with a useful life of more than one year and a cost of $2,000 or more.</td>
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<td>6) Includes distribution of computer fees from college account or among department accounts.</td>
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**Entity**
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**Category**
- ISU_CYR

**Account**
- *Header column*

**Period**
- Jan 13 edit this field

**Frequency**
- MYTD

**Application**
- fundapp sector

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<td>13,783.20</td>
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8/28/2013 1:46 PM
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<thead>
<tr>
<th>College</th>
<th>Dept/Location</th>
<th>Category(ies) of &quot;Unusual Expense&quot;</th>
<th>Total Project Cost</th>
<th>CAC Funds Requested</th>
<th>Description</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Electrical &amp; computer Engineering; 1313 Coover Hall</td>
<td>Furniture</td>
<td>$160,000</td>
<td>$17,147</td>
<td>Tables &amp; chairs for the lab computers.</td>
<td>To accommodate more students due to increased enrollment. Greater needs of students to be able to have an alternative space to finish off labs &amp; other class projects.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Materials Science and Engineering; Hoover Hall 2255, 2260, 2268, 2264</td>
<td>Furniture</td>
<td>$4,839</td>
<td>$4,839</td>
<td>Chairs for the COE computer &amp; teaching labs in Hoover.</td>
<td>To support educational technology setup, deliver and support for the engineering teaching labs in Hoover Hall rooms 225, 2264, 2268, &amp; 2260 used by the entire COE.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Mechanical Engineering; 2073 Black Engineering</td>
<td>Furniture</td>
<td>$8,966</td>
<td>$4,483</td>
<td>Replace 4 work benches.</td>
<td>To upgrade work benches that will accommodate greater number &amp; diversity of student projects in the Department of Mechanical Engineering.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Mechanical Engineering; Black Engineering</td>
<td>Furniture</td>
<td>$946</td>
<td>$473</td>
<td>Add 2 Instrument/Computer Carts.</td>
<td>To safely move student &amp; departmental computers as needed. Will help prevent employee injury &amp; also reduce the risk of dropping &amp; permanently damaging the computer.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Mechanical Engineering; 1020 Black Engineering</td>
<td>Renovation</td>
<td>$5,000</td>
<td>$5,000</td>
<td>Material &amp; labor to replace flooring in student computer lab.</td>
<td>To improve facilities &amp; remove tripping hazards caused by tiles coming unglued &amp; curling in the corners which has created an unstable walking surface.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Aerospace Engineering; 2228 Howe Hall</td>
<td>Furniture</td>
<td>$493</td>
<td>$493</td>
<td>Presenter cart for department classroom</td>
<td>To be part of the room renovation project which converted space into a department classroom.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Aerospace Engineering; 1235 Howe Hall</td>
<td>Renovation</td>
<td>$997</td>
<td>$997</td>
<td>Repairs to lighting</td>
<td>To provide better lighting that corresponds to the projector system in a room that is heavily used by students.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Aerospace Engineering; 2228 Howe Hall</td>
<td>Renovation</td>
<td>$1,890</td>
<td>$1,890</td>
<td>Lighting installation</td>
<td>To provide better lighting that corresponds to the projector system in a room that is heavily used by students.</td>
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<tr>
<td>Engineering</td>
<td>Aerospace Engineering; 0618 Howe Hall</td>
<td>Renovation</td>
<td>$127</td>
<td>$127</td>
<td>Removable of 220 volt drop</td>
<td>To address lab safety concerns in the freshman engineering teaching lab.</td>
</tr>
<tr>
<td>----------------------------------</td>
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<tr>
<td>Engineering</td>
<td>Aerospace Engineering; 2228 Howe Hall</td>
<td>Renovation</td>
<td>$2,606</td>
<td>$2,606</td>
<td>Installation of glass boards</td>
<td>To be part of the room renovation project which converted space into a department classroom.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Civil, Construction &amp; Environmental Engineering; Room 194 and Room 210 Town Engr</td>
<td>Furniture</td>
<td>$16,665</td>
<td>$16,665</td>
<td>8 workstations and chairs in Room 194; 4 workstations and chairs in Room 210 Town Engr</td>
<td>To provide additional workstations and seating for computer labs used heavily by students.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Civil, Construction &amp; Environmental Engineering; Room 134 Town Engr</td>
<td>Furniture</td>
<td>$1,710</td>
<td>$1,710</td>
<td>8 additional chairs</td>
<td>To provide additional seating for students working on team projects in heavily used computer lab.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Mechanical Engineering; 2073 Black Engineering</td>
<td>Furniture</td>
<td>$1,314</td>
<td>$1,314</td>
<td>Replace 3 high work chairs</td>
<td>To upgrade high work chairs that will safely and comfortably accommodate students and staff in completing a greater number and diversity of student projects in the Dept of ME.</td>
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<td>Engineering</td>
<td>Aerospace Engineering</td>
<td>Equipment</td>
<td>$76,000</td>
<td>$76,000</td>
<td>2 - High-energy laser systems</td>
<td>To significantly improve undergraduate aerodynamics/fluids laboratoires to augment the concepts and fundamental principles taught. Provide better &quot;hands-on&quot; training and lab experiences.</td>
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<tr>
<td>Engineering</td>
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<td>Furniture / Renovations</td>
<td>$19,412</td>
<td>$19,412</td>
<td>Purchase 20 tables and 20 chairs, plus assemble and install of new furniture and removal of old furniture</td>
<td>Large influx of students has made it necessary to to accommodate larger sections of ME courses in this room. Newer, more space efficient furniture will allow occupany to be doubled.</td>
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<tr>
<td>Engineering</td>
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<td>Furniture</td>
<td>$1,197</td>
<td>$1,197</td>
<td>Educational lectern</td>
<td>Needed for the instructor to use a computer to teach the class. Also used by student project teams when giving presentations to classmates and industry partners.</td>
</tr>
</tbody>
</table>
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Department: Electrical and Computer Engineering

Building/room location: 1313 Coover Hall

Description of total project: Creating a flexible space for student to come, work and collaborate on projects. The room will have Linux, Windows, Apple computers along with 12 lab benches of equipment. This allows students who were not able to finish labs due to lab over loading with increased enrollment to be able to go to this room and finish out class labs without having to be in the actual lab environment.

Total Project Cost: $160,000

Category of unusual expense(s) within the total project (see http://www.cio.iastate.edu/committees/cac/policies/expenditures_2011-2012.pdf): Tables and Chairs for the lab computers

Costs associated with these unusual expenses: $17,146.53

Source of support for remaining project costs: Departmental funds

Date(s) of proposed expense: Fall 2012 Expected by Sept

Justification*: With the greater influx of student enrollment and the increase to engineering as a whole, we are seeing greater needs of students to be able to have an alternative space to finish off labs and other class projects. This space will have a total of 12 Windows, 12 Linux, 12 Mac and 12 Windows with hardware connected for electronics testing and measurement. This should allow for students to fulfill their class objectives.
*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)*

Requested by: ____Joe Zambreno, Steven Kovarik, Jason Boyd _________

College approval: _______ 28/7/16 2012
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Department: Materials Science and Engineering

Building/room location: Hoover Hall 2255, 2260, 2268, 2264

Description of total project: Chairs for the COE computer and teaching labs in Hoover.

Total Project Cost:

Category of unusual expense(s) within the total project (see http://www.cio.iastate.edu/committees/cac/policies/expenditures_2011-2012.pdf):

Furniture - Renovations and updates to facilities required for education technology use. Chairs are needed so that students have a place to sit while attending class.

Costs associated with these unusual expenses: $4838.50

Source of support for remaining project costs: 202-02-83-67-0011

Date(s) of proposed expense: August 2012

Justification*: *: These chairs and stool are being used to support educational technology setup, delivery and support for the engineering teaching labs in Hoover Hall rooms 2255, 2264, and 2268, and 2260 used by the entire COE.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: ___Larry Genalo, MSE Associate Chair

College approval: [Signature] 29 May 2012
# Quotation

**WorkSpace Inc**

309 Locust Street  
Des Moines, IA 50309  
p. 515-288-7090 f. 515-288-0250  
www.workspaceinc.net

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**Quote Number** | **Quote Date** | **Customer Order Number** | **Customer Number** | **Account Representative** | **Project Number**
---|---|---|---|---|---
37203 | 5/1/2012 | ISUFAC | | Nicole Boyington | |

**QUOTETO:**  
Iowa State University  
Purchasing Department  
3617 Admin Services Bldg  
Ames, IA 50011-3603

**SHIP TO:**  
Iowa State University  
Marla Williams  
Hoover  
Ames, IA 50011-3603

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**P:** 1.515.294.9394  
**P:** 1.515.294.0741

**Terms:** Net 10 EOM  
Sales Loc.: Des Moines Corporate Office

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<th>Unit Price</th>
<th>Extended Amount</th>
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Only, Pneumatic  
BASE: 4144 BLACK GLOSS  
CASTERS: CRPT CARPET CASTER  
FABRIC: GR06 GRADE 6 TEXTILE SELECTION  
Steelcase  
Purchaser: VENDOR  
Pattern: NITELIGHTS - 904350054  
Color: FAB - NITELIGHTS - EARTH -5F61  
Direction: HORIZONTAL  
SEATFOAM: STD STANDARD SEAT FOAM  
SHELL: 6427 GREY SHELL (2022)  
OPTIONS:  
FAB DACK: *OPT: ACRYLIC LATEX BACKING  
NOBACKER: FABRIC BACKER NOT REQUIRED  
Tag For: Hoover Hall | 433.50 | 4,335.00 |
| 2 | 1 | 126200SSST COALESSE  
Stool-Kart, Armless, Upholstered Seat  
Only  
BASE: 4144 BLACK GLOSS  
CASTERS: CRPT CARPET CASTER  
FABRIC: GR06 GRADE 6 TEXTILE SELECTION  
Steelcase  
Purchaser: VENDOR  
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**ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS**

ACCEPTED BY ___________________________________________ TITLE_____________________________________ DATE________________
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Tag For: Hoover Hall

**QUOTATION TOTALS**

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*******End of Quotation*******

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY ___________________________ TITLE ___________________________ DATE ___________
TERMS AND CONDITIONS OF SALE

1. ORDERS: It is understood and agreed that an order cannot be cancelled except by mutual consent, subject to Vendor's approval. If a percentage cancellation charge is made by Vendor, the percentage will be applied to the contract cost of the items cancelled and will be invoiced to the Customer/Purchaser. If Vendor is unable to accommodate the request for cancellation, the sale will be final.

2. PRICE: All prices quoted are firm for 30 days from the date of this proposal.

3. TAX: Proposals and orders are subject to applicable sales tax.

4. TERMS: Net 10 days.

5. DELIVERY: In the event that delivery/installation is provided as part of the sale, the following provisions shall apply.
   A. Job Site: The job shall be clear and free of debris prior to installation. Site preparation performed by WorkSpace Inc employees, including but not limited to, clearing debris or moving of Purchaser's furniture, shall be charged to the Purchaser at WorkSpace Inc's normal hourly rate.
   B. Job Site Services: Electric current, heat, holding and/or elevator service shall be furnished without charge to WorkSpace Inc. Adequate facilities for offloading, staging, moving, and handling of goods shall be provided by Purchaser.
   C. Delivery Hours: The purchase price is based on the installation being made during the normal eight-hour, five-day work week, Monday through Friday. If delivery/installation is required at a time other than these, it will be done at overtime rate and Purchaser shall reimburse WorkSpace Inc the amount charged for such overtime rates charged to Purchaser shall include FICA and State and Federal unemployment compensation payments, as well as employee's hourly rate.
   D. Risk of Loss: Upon delivery of goods by WorkSpace Inc to Purchaser, all risk of loss or damage shall pass to Purchaser. Including, but not limited to, any loss or damage by weather, other trades such as painting, plastering, wall covering, drapes, curtains, window coverings, blinds and window treatments; telephone installation, fire or other elements; and Purchaser agrees to hold harmless WorkSpace Inc from loss for such reasons.

6. DELIVERY DELAYS: A. If premises of Purchaser are not ready for installation/delivery, the Purchaser agrees to pay for ninety percent (90%) of the value of the delivered goods in storage and ready for installation/delivery, within 10 days of receipt of goods by WorkSpace Inc.
   B. STORAGE: If premises are not ready for installation/delivery within 30 days after receipt of goods by WorkSpace Inc, the Purchaser agrees to pay a storage fee of 5% of the total invoice.

7. SHIPMENTS: WorkSpace Inc continually expedites orders and will attempt to obtain the commitment of the manufacturer to meet the delivery schedule requirements, but can be held in no way responsible for delayed deliveries. Orders once entered cannot be cancelled due to delivery delays unless manufacturer will accept cancellation from WorkSpace Inc.

8. DEPOSITS: A 50% deposit is required with the order. All deposits on goods purchased shall be retained by WorkSpace Inc until shipment, delivery and installation of entire order are complete. Deposit amounts will be deducted from the final invoice. No proration of deposits will be made on partial delivery or installation.

9. ACCEPTANCE: All goods shall be considered accepted on the date the Purchaser or his agent has signed the delivery copy of the "delivery receipt". All claims or exceptions must be made in writing on this copy.

10. LIMITED LIABILITY: The goods and services incidental to their sale described in this proposal have been sold subject only to such warranties as are made by manufacturers of the goods. WorkSpace Inc will cooperate with Purchaser in obtaining adjustments from manufacturers for a breach of any such manufacturer's warranty. However, WorkSpace Inc neither guarantees nor warrants that the manufacturer will comply with the terms of its warranty; and WorkSpace Inc does not adopt, guarantee or warranty that the manufacturer will comply with its obligations. WorkSpace Inc shall not be liable for defects in, or loss to the goods sold, or caused by the goods sold. WORKSPACE INC HEREBY DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND WORKSPACE INC SHALL NOT BE LIABLE FOR ANY ACTUAL, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES TO PURCHASER OR TO ANY THIRD PARTY AS A CONSEQUENCE OF THE ALLEGED BREACH OF ANY SUCH WARRANTY. Purchaser agrees to indemnify and hold harmless WorkSpace Inc and its agents and employees of and from any claims for damage of loss due to damage or injury caused by the goods after delivery to Purchaser.

11. LIEN AND SECURITY INTEREST: WorkSpace Inc shall have and retain a lien on and security interest in all goods until all goods described in this proposal have been paid for in full. Upon nonpayment, WorkSpace Inc shall have the right, as its election, to recover possession of such goods; and in the event, Purchaser authorizes WorkSpace Inc to promptly enter upon its premises and to repossess and remove such goods at the expense of the Purchaser.

12. COSTS AND ATTORNEYS' FEES: If in the event the Purchaser should fail to comply with any of the terms, conditions or provisions hereof, and should it become necessary for WorkSpace Inc to incur costs or engage the services of others, Purchaser agrees to pay all costs and expenses incurred by WorkSpace Inc, including costs and reasonable attorneys' fees, whether out of court, at trial or appellate levels, or in bankruptcy/insolvency proceedings, or otherwise.

13. TRADE/MANUFACTURE STANDARDS: The goods shall be subject to reasonable variation from standard in color, quality, finish and variations allowed by the trade customs of the industry.

14. LACK OF CONTROL: WorkSpace Inc shall not be liable for any damages arising out of failure, delay or interruption in the performance of this proposal/order caused by strike, fire, flood, wind, war, civil disturbance, fire, act of God, shortage of labor or materials, or any other matter beyond its direct and sole control.

15. ADDITIONAL TERMS: Purchaser hereby authorizes WorkSpace Inc to inquire into and make investigation of the credit and credit history of the Customer and its principals in connection with any order of the Customer and acknowledges that this proposal/order and performance hereunder, shall be deemed severable. Purchaser shall be liable for any part of the goods described in the proposal/order and any invoice submitted hereunder. Purchaser shall pay the monies due hereunder and all invoices submitted hereunder in accordance with their terms, and shall not be entitled to any set-off or to withhold any payment or portion thereof. All invoices not paid in accordance with the terms hereof shall accrue interest at the rate of 1.5% per month (18% per annum). All payments on past due invoices shall be first applied to accrued interest and then to open invoice amounts.

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY: ___________________________ TITLE: ___________________________ DATE: ___________________________
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the "Guidelines for Appropriate Expenditure of Income from the Student Technology Fee."]

Category of unusual expense (from guidelines):

Projected Cost: $8,966.40 (requested amount from EFTF = $4,483.20 with matching $4,483.20 from Department of Mechanical Engineering.

Description: Replace four (4) work benches in 2073 Black Engineering (IT student support area) that will allow student workers and employees to stand or use high chairs rather than sit desk-height when completing projects, particularly student computer repairs and student projects that need large poster printouts. The work benches would match those being used in the IT support area in BRL.

Date(s) of proposed expense: June/July 2012

Justification*: To upgrade work benches that will accommodate greater number and diversity of student projects in the Department of Mechanical Engineering.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: ___ Nate Jensen ___

College approval: ___ 28th C 2012 ___
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Category of unusual expense (from guidelines):

Projected Cost: $945.54 (requested amount from EFTF = $472.77 with matching $472.77 from Department of Mechanical Engineering funds.)

Description: Add two (2) Instrument /Computer Carts (Grainger Item #19g811) for use in Black Engineering Building

Date(s) of proposed expense: July 2012

Justification*: Carts are needed to safely move student and departmental computers as needed. For example, using a cart to transport a student computer needing repairs to and from the student lab is safer when placed on a cart. Using a cart will not only help prevent employee injury, but also reduce the risk of dropping and permanently damaging the computer.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: Hap Steed

College approval: [Signature] 28 Aug 2012
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Category of unusual expense (from guidelines):

Projected Cost: $5,000.00.

Description: Material and labor to replace flooring in student computer lab located in 1020 Black Engineering Building.

Date(s) of proposed expense: July 2012

Justification*: Replacement of flooring is needed in the student computer lab located in 1020 Black Engineering as the floor tiles currently in the lab are coming unglued and curling in the corners. This situation has caused multiple tripping hazards in this room. The safety of students, faculty and staff is at risk unless the flooring is replaced.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: Nate Jensen

College approval: [Signature] 28 Apr 2012
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the "Guidelines for Appropriate Expenditure of Income from the Student Technology Fee"]

Department: Aerospace Engineering

Building/room location: 2228 Howe Hall

Description: Presenter cart for department classroom.

Total Project Cost: $493.11

Category of unusual expense(s) within the project:
Furniture

Costs associated with these unusual expenses: Furniture

Date(s) of proposed expense: 08/2012

Justification*: Presenter cart for the room as part of a room renovation project. This room was recently converted into a department classroom. The room is heavily utilized from 8:00 a.m. – 5:00 p.m. each day for Aerospace Engineering classes. The room is also used in the evenings for student group meetings, student practice sessions for presentations and night exams. This room has allowed the Aerospace Engineering students to have more classes in Howe Hall.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: Ann

College approval: 2-15-13
APPENDIX A
Request for advance approval of unusual* expenses
[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee”]

Department: Aerospace Engineering

Building/room location: 1235 Howe Hall

Description: Repairs to lighting that corresponds to projector system in room.

Total Project Cost: $996.69

Category of unusual expense(s) within the project:
Renovation

Costs associated with these unusual expenses: FP&M supplies and labor expenses

Date(s) of proposed expense: 09/2012 – 11/2012

Justification*: Repairs to lighting that corresponds to the projector system in the room. This room and projector system is utilized by students in numerous ways which include student group meetings, student project presentations from the Make to Innovate program, senior design presentations, student presentations to industry representatives, undergraduate and graduate courses and various student events.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: 

College approval:  

2/5/13
Appendix A

Request for advance approval of unusual* expenses
[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee”]

Department: Aerospace Engineering

Building/room location: 2228 Howe Hall

Description: Lighting installation in room that corresponds with the projector system.

Total Project Cost: $1889.72

Category of unusual expense(s) within the project:
Renovation

Costs associated with these unusual expenses: FP&M supplies and labor expenses.

Date(s) of proposed expense: 07/2012 – 08/2012

Justification*: Installation of lighting that corresponds to the projector system in the room as part of a room renovation project. This room was recently converted into a department classroom. The room is heavily utilized from 8:00 a.m. – 5:00 p.m. each day for Aerospace Engineering classes. The room is also used in the evenings for student group meetings, student practice sessions for presentations and night exams. This room has allowed the Aerospace Engineering students to have more classes in Howe Hall.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: [Signature]

College approval: [Signature] 2-15-13
APPENDIX A

Request for advance approval of unusual* expenses
[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee”]

Department: Aerospace Engineering

Building/room location: 0618 Howe Hall

Description: Removal of 220 volt drop in department teaching lab.

Total Project Cost: $126.53

Category of unusual expense(s) within the project:
Renovation

Costs associated with these unusual expenses: FP&M supplies and labor expenses

Date(s) of proposed expense: 10/2012

Justification*: Removal of 220 volt drop in department teaching lab for safety concerns in the department freshman engineering teaching lab.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: [Signature]

College approval: [Signature] 2-15-13
APPENDIX A

Request for advance approval of unusual* expenses
[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee”]

Department: Aerospace Engineering

Building/room location: 2228 Howe Hall

Description: Installation of glass boards as part of room renovations.

Total Project Cost: $2606

Category of unusual expense(s) within the project:
Renovation

Costs associated with these unusual expenses: Glass board materials and installation charges.

Date(s) of proposed expense: 07/2012

Justification*: Installation of glass boards in the room as part of a room renovation project. This room was recently converted into a department classroom. The room is heavily utilized from 8:00 a.m. – 5:00 p.m. each day for Aerospace Engineering classes. The room is also used in the evenings for student group meetings, student practice sessions for presentations and night exams. This room has allowed the Aerospace Engineering students to have more classes in Howe Hall.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: [Signature]

College approval: [Signature] 2-15-13
Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the "Guidelines for Appropriate Expenditure of Income from the Student Technology Fee."

Category of unusual expense (from guidelines): Furniture

Description: Provide 8 additional workstations and improved seating (32) in Room 194; provide 4 additional workstations, and chairs, in Room 210 Town Engineering Building.

Date[s] of proposed expense: As soon as possible, March 2013

Justification*: Town 194, the Kiewit Student Study Center, and Town 210, an open computer lab and classroom, are used heavily by students. Town 210 is reserved for class 2 hours each week; the remainder of time it is available for general use for all students in the College of Engineering. Town 194 is always available for general use by College of Engineering students.

Expected cost for Town 194: $13,369.30
Expected cost for Town 210: $3,295.80
Total expected cost = $16,665.10

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: [Signature]

College approval: [Signature] 2-6-13
Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the "Guidelines for Appropriate Expenditure of Income from the Student Technology Fee."*

Category of unusual expense (from guidelines): Furniture

Description: Provide eight additional chairs in Room 134 Town Engineering Building.

Date(s) of proposed expense: As soon as possible, December 2012

Justification*: This computer lab and classroom is used heavily by students. It is reserved for class 26 hours each week; the remainder of time it is available for general use for all students in the College of Engineering. The additional seating was suggested by a student to accommodate group members working on team projects.

Chairs are $213.71 each, total expected cost = $1,709.68

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)*

Requested by: [Signature]

College approval: [Signature] 2-6-13
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Category of unusual expense (from guidelines):

Projected Cost: $1,314.18 (3 chairs @ $438.06/chair)

Description: Replace three (3) high chairs in 2073 Black Engineering (IT student support area) that will allow student workers and employees to sit and still comfortably use the workbenches when completing projects, particularly student computer repairs. These chairs will be used with the workbenches that were replaced last year.

Date(s) of proposed expense: January 2013

Justification*: To upgrade high work chairs that will safely and comfortably accommodate students and staff in completing a greater number and diversity of student projects in the Department of Mechanical Engineering.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: Hap Steed

College approval: 2-6-13
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Category of unusual expense (from guidelines): According to EFTF guidelines of item #5 under section B, it is stated that CAC should be consulted in order to “purchase of major educational technology equipment (greater than $25K per system)”.

Projected Cost: $76K

Description: AerE EFTF committee decided to use a portion of AerE EFTF fund to update/upgrade the out-of-dated equipment in AerE UG aerodynamics and propulsion laboratory. More specifically, two units of high-energy laser systems (unit price $38K) are purchased to set up a novel Digital Flow Visualization (DFV) system for the teaching of UG aerodynamics and propulsion laboratory course (AerE344) to augment the fundamentals and concepts taught in the undergraduate aerodynamics/fluids series courses such as Aerodynamics I (AerE243), Gas Dynamics (AerE311), Aerodynamics II (AerE343), and Fundamentals of Fluid Mechanics (EM378).

Date(s) of proposed expense: December 01, 2012

Justification*: Undergraduate aerodynamics/fluids series courses Aerodynamics I (AerE243), Gas Dynamics (AerE311), Aerodynamics II (AerE343), and Fundamentals of Fluid Mechanics (EM378) are the required courses taken by college-wide undergraduate students majored in Aerospace, Mechanical, Civil, Chemical and Agricultural Engineering at the College of Engineering of Iowa State University (ISU). The aerodynamics/fluids courses are regarded as the most challenging courses by many undergraduate students. A primary reason is that fluids such as air and water are usually transparent, and flow motions are invisible to the human eye, which makes complicated flow phenomena very difficult to comprehend. Undergraduate aerodynamics/fluids laboratories are playing very important roles in helping undergraduate students to grasp concepts and fundamental principles taught in aerodynamics/fluids classes. Each year, about 500 ISU engineering undergraduate students are utilizing the aerodynamics/fluids laboratories to get “hands-on” training and lab experiences by taking aerodynamics/fluids lab courses (AerE344 and AerE545) and conducting senior project designs.

With the agreement of AerE department chair, AerE EFTF committee decided to use a portion of AerE EFTF fund to update/upgrade the out-of-dated equipment in AerE UG aerodynamics and propulsion laboratory. Following up the decision, two units of high-energy laser systems (unit price $38K) are purchased by using the EFTF to set up a novel Digital Flow Visualization (DFV) system for the teaching of UG aerodynamics and propulsion laboratory courses (AerE344 and AerE545). DFV system will be used as the novel aerodynamics/fluids lab courseware to significantly improve undergraduate aerodynamics/fluids laboratories to augment the concepts and fundamental principles taught in undergraduate aerodynamics/fluids courses more efficiently, and to stimulate students’ interests in thermal-fluid science, as well as to provide better “hands-on” trainings and lab experiences to undergraduate students.

Requested by: [Signature]

College approval: [Signature] 2-22-13
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the "Guidelines for Appropriate Expenditure of Income from the Student Technology Fee."*

Category of unusual expense (from guidelines): Furniture and renovations

Projected Cost: $19,412.00

Description: Purchase 20 (~$7,906) tables and 20 chairs (~$9,506) as well as assemble and install the new furniture and remove the old furniture (~$2,000 -- estimate, no formal quote yet) for 1020 Black Engineering (teaching/computer lab) to double to the occupancy of the space.

Date(s) of proposed expense: May 2013

Justification*: The large influx of students has made it necessary for us to find ways to accommodate larger sections of ME courses in this room. Removing the old furniture and replacing it with newer, more space-efficient furniture will allow us to double the occupancy in the room. In addition, when this space is not being used for a class, the room will serve as an open computer lab. Again, a greater number of students will be benefit from the renovated space.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)*

Requested by: Nate Jensen

College approval: Ellen Redaro 4/17/23
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APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Category of unusual expense (from guidelines): Furniture

Projected Cost: $1,197.00

Description: Purchase educational lectern for 1233 Hoover classroom – used by ME 415 and ME 270 classes.

Date(s) of proposed expense: June 2013

Justification*: The educational lectern is needed for the instructor to use a computer to teach the class. In addition, student project teams need to use the lectern when giving presentations to classmates and industry partners. The current lectern is not sufficient to meet needs of the newer technology being used in the classroom.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: Nate Jensen

College approval: 6-2-20