Funding Request Form FY2025

Department should complete one form for each individual request

Department:
Career Center

Program, Service or Operation Requested:
The Career Center will need to replace at least 19 computers because the current hardware is not compatible with Windows 11.

General Description:
We must replace computer equipment as per Division of Student Affairs IT requirements for Windows 11 compatibility by FY25. Currently, there are at least 19 computers in use at the Career Center that do not meet this specification and need replacement.

Request Type:

☒ Full   ☐ Increase   ☒ One-Time   ☐ Partial/Matching

Type of Funds Requested:

☒ UAF   ☐ Other

General Questions

How does this address an important need and/or positively impact students?
It's crucial to upgrade our computer equipment to maintain a standardized platform, which is essential for ensuring security and safety for all users and the university. Failing to provide a stable computing platform for our staff is not a viable option, which means that these computers will need to be replaced before or during FY25.

What department/Division strategic plan item does this support?
The Career Center is required to have supported computing equipment in order to receive support from IT and provide services to the student population and stakeholders.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.
Division of Student Affairs IT audit provided the serial numbers of computers not compatible with Windows 11 that will need to be replaced.

What actions have you implemented or discontinued internally to address the identified need?

The Career Center is in the process of identifying which staff are using these computers and prioritizing computer refreshes in the department.

If funding is granted, what metrics will you use to evaluate success of this program/service/operation?

Computers will be upgraded to Windows 11 ahead of the FY25 deadline.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

The funds for replacing these computers would be sourced from Career Center reserves, with the possibility of utilizing resources from Career Center Partner companies as a last resort.

Total Estimated Cost

Funding Description	Amount
Departmental computer replacements (x19)	30,000
Less Estimated Partial/Matching Funds (if Applicable)	
TOTAL INCREASE REQUESTED	30,000