

AI-61408

Purchasing Department 10. K.

CC CONSENT

Tax Office

Meeting Date: 09/05/2017

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Elena Gomez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Action to ratify a 36 month capital lease agreement with G.E. Capital Information Technology Solutions, dba, Ricoh USA, through State of Texas DIR Contract # TSO-3041 for 1 copier to be located in location 509 E. Earling Road, San Juan, Texas 78589 through PO # 760065 erroneously approved prior to this items CC action and/or approval.

BACKGROUND

Ricoh MP401SPF

All proper steps were taken such as,price verification and approval was received from IT and vendor submitted the 1295, except the acknowledgement of the 1295 and placing item on the Agenda.

Fiscal Impact

CALENDAR YEAR: 2017

ACCT. #: 7-1100-415-15-140-001-0-780

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

CALENDAR YEAR: 2017

ACCT. #: 7-1100-415-15-140-001-0-430

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

CALENDAR YEAR: 2017

ACCT. #: 7-1100-415-15-140-001-0-610

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

Attachments

Acknowledged 1295

Capital Log

IT Approval
Notarized 1295
Lease Calculator
Quote
Requisition

Form Review

Inbox	Reviewed By	Date
Purchasing - Internal	Marty Salazar	08/31/2017 03:20 PM
Budget & Management	Veronica Ortiz	08/31/2017 03:23 PM
Final Approval	Monica Salinas	09/01/2017 03:00 PM
Form Started By: Elena Gomez		Started On: 08/31/2017 08:54 AM
Final Approval Date: 09/01/2017		