

AI-67618

Purchasing Department 11. K.

CC CONSENT

Prct. 4

Meeting Date: 11/20/2018

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Damaris Morales, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

JP4 PL2 is requesting approval to enter into a 48 month capital lease agreement with G.E. Capital Information Technology Solutions, dba Ricoh USA, Inc.

Department	Req #	Term	Model	Monthly Payment
JP4 PL2	00382463	48 months	MPC4504EX	\$321.24

BACKGROUND

Requisition# 382463 for Ricoh USA, Inc.through DIR Contract DIR-TSO-3041.

Fiscal Impact

CALENDAR YEAR: 2018

ACCT. #: 8-1100-412-00-068-001-0-780

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** Y

BUDGETARY IMPACT:

Funds available through Req# 382463.

CALENDAR YEAR: 2018

ACCT. #: 8-1100-412-00-068-001-0-430

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** Y

BUDGETARY IMPACT:

Funds available through Req# 382463

CALENDAR YEAR: 2018

ACCT. #: 8-1100-412-00-068-001-0-610

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** Y

BUDGETARY IMPACT:

Funds available through Req# 382463.

Attachments

Proposal

Lease calculator

Capital lease log

HB-1295

IT Approval

Form Review

Inbox	Reviewed By	Date
Purchasing - Internal	Marty Salazar	11/12/2018 11:13 AM
Budget & Management	Veronica Ortiz	11/13/2018 01:44 PM
Final Approval	Monica Salinas	11/16/2018 05:12 PM
Form Started By: Damaris Morales		Started On: 11/09/2018 08:50 AM
Final Approval Date: 11/16/2018		