

AI-72648

Purchasing Department  
14. U.

CC CONSENT AGENDA REGULAR  
MTG Purchasing

Meeting  
Date: 10/22/2019

Submitted Marty Salazar, PURCHASING DEPT.

For:

Submitted Alexandria Vela, PURCHASING DEPT.

By:

Department: PURCHASING DEPT.

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#### CAPTION

Approval to enter into a 36 month service maintenance agreement ( on an as needed basis thru meter readings) for one copier with Xerox through State of Texas DIR-CPO-4412

#### BACKGROUND

Purchasing is only requesting service agreement for maintenance, overages and supplies on as needed basis ONLY (meter reads): Department owns Copier, Lease Calculator, Capitol Lease Log or IT approval not needed since we are not leasing the equipment. Copier model: Phaser 4622DT Serial # D6X463566

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#### Fiscal Impact

CALENDAR  
YEAR: 2019 ACCT. #: 9-1100-415-18-160-001-0-430

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

#### BUDGETARY IMPACT:

Req#399827 available 10/18/19

CALENDAR YEAR: 2019 ACCT. #: 9-1100-415-18-160-001-0-610

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

BUDGETARY IMPACT:

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Attachments

Req 00399827

HB1295 and acknowledgement

DIR-CPO-4412

Legal approval

Xerox Contract

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Form Review

Inbox	Reviewed By	Date
Yolanda Velasquez	Yolanda Velasquez	10/16/2019 04:55 PM
Purchasing - Internal	Marty Salazar	10/16/2019 05:00 PM
Budget & Management	Veronica Ortiz	10/17/2019 08:57 AM
Final Approval	Monica Salinas	10/18/2019 05:30 PM
Form Started By: Alexandria Vela		Started On: 10/04/2019 10:27 AM
Final Approval Date: 10/18/2019		