



BOARD OF CONTROL REQUEST FORM

The Board of Control meeting is held on Wednesdays at 11:15 a.m. in Council Chambers.
(Meeting location, day and time is subject to change with advanced notice)

All requests must be received by no later than 10:00 a.m. on the Tuesdays prior to the meeting, or by 10:00 a.m. one day prior to the meeting when BOC is held on a day other than Wednesday.

<<< Answer all of the following questions for each request submitted >>>

1. Request Date: 1/9/2026
2. Name of Department Submitting Request: IT Department
2. Summary Annual Maintenance for LEASE Payments for Copier Contract
- 3.
4. Name of Vendor: Xerox Financial Services
5. Amount: \$ 41,000
6. Number of account to be used for funding: 1010.E350.7100.1000 Leases

7. VENDOR DETAIL

Sole Source Vendor - **Yes / No**

State Purchasing Vendor - Yes / No

List the names and the quote received from *at least* three vendors for the requested item;
Or, if bids were submitted, use this area to list vendor names and bid amounts.

Vendor #1 _____

Vendor #2 _____

Vendor #3 _____

Vendor #4 _____

8. The Treasurer's Office has verified that the vendor selected is registered with the City. Yes
9. Is the amount requested due to a change order? Yes / No
10. If necessary, has City Council approved and when? _____