



Purchase Requisition
Procurement Services Division

Date: Oct 16, 2023
MinuteTraq (IQM2) ID #: _____
Department Req #: 923028
RFP, Bid or Quote #: _____

Send Purchase Order To:				Send Invoices To:					
Vendor: Dell Marketing, LP		Vendor #: 10850		Dept: DuPage ETSB		Division:			
Attn: Dylan Smith		Email: dylan.smith@dell.com		Attn: 9-1-1 Coordinator		Email: etsb911@dupageco.org			
Address: One Dell Way				Address: 421 N. County Farm Road		Room:			
City: Round Rock		State: IL Zip: 78682		City: Wheaton		State: IL Zip: 60187			
Phone:		Fax:		Phone: 630-550-7743		Fax:			
Send Payments To:				Ship To:					
Vendor: Dell Marketing, LP		Vendor #: 10850		Dept: DuPage ETSB		Division:			
Attn:		Email:		Attn:		Email:			
Address: c/o Dell USA, PO Box 802816				Address: 421 N. County Farm Road		Room:			
City: Chicago		State: IL Zip: 60680		City: Wheaton		State: IL Zip: 60187			
Phone:		Fax:		Phone:		Fax:			
Payment Terms		F.O.B.		PO 20 Delivery Date		Requisitioner			
PER 50 ILCS 505/1		Destination							
Use for		Contract Administrator		Contract Start Date		Contract End Date		Use for	
PO25 only		Eve Kraus		Dec 1, 2023		Dec 31, 2024		PO25 only	

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Dept #	Acctg Unit	Acct #	Sub-Accts and/or Activity #	Unit Price	Extension
1	1	EA		Purchase of computer equipment in support of 2024 projects and replacements of failed equipment	24 25	4000	5820	52100		30,000.00	30,000.00
Requisition Total										\$	30,000.00
Header Comments (these comments will appear on the PO20 and PO25 Purchase Order) :											
Term: 12/1/23-12/31/24.											
Special Instructions/Comments to Buyer or Approver (these comments will NOT appear on the Purchase Order) :											
Please return PO to ETSB to send to the vendor.											
User Department Internal Notes (these comments will NOT appear on the Purchase Order) :											