



Purchase Requisition
Procurement Services Division

Date: Apr 3, 2024
 MinuteTraq (IQM2) ID #: _____
 Department Req #: 924012
 RFP, Bid or Quote #: 24-019-IT

Send Purchase Order To:				Send Invoices To:				
Toshiba Business Solutions, a Vendor: division of Toshiba America Vendor #: 14171 Business Solutions, Inc.				Dept: DuPage ETSB Division:				
Attn: Frank Colucci Email: frank.colucci@tbs.toshiba.com				Attn: 9-1-1 Coordinator Email: etsb911@dupagecounty.gov				
Address: 25530 Commercentre Drive				Address: 421 N. County Farm Road Room:				
City: Lake Forest State: CA Zip: 92630				City: Wheaton State: IL Zip: 60187				
Phone: 800-866-4361 Fax:				Phone: 630-550-7743 Fax:				
Send Payments To:				Ship To:				
Toshiba Business Solutions, a Vendor: division of Toshiba America Vendor #: 14171 Business Solutions, Inc.				Dept: DuPage ETSB Division:				
Attn: Email:				Attn: Email:				
Address: 25530 Commercentre Drive				Address: Various Room:				
City: Lake Forest State: CA Zip: 92630				City: 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			May 25, 2024		Mar 31, 2029		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		Leasing of Multi-Functional Copiers & Printers, per Bid #24-019-IT FY24	24	4000	5820	54100	'0700	7,050.00	7,050.00
2	1	EA		Monthly usage FY24	24	4000	5820	53800	'0001	4,000.00	4,000.00
3	1	EA		Leasing of Multi-Functional Copiers & Printers, per Bid #24-019-IT FY25	25	4000	5820	54100	'0700	13,000.00	13,000.00
4	1	EA		Monthly usage FY25	25	4000	5820	53800	'0001	6,000.00	6,000.00
5	1	EA		Leasing of Multi-Functional Copiers & Printers, per Bid #24-019-IT FY26	26	4000	5820	54100	'0700	13,000.00	13,000.00
6	1	EA		Monthly usage FY26	26	4000	5820	53800	'0001	6,000.00	6,000.00
7	1	EA		Leasing of Multi-Functional Copiers & Printers, per Bid #24-019-IT FY27	27	4000	5820	54100	'0700	13,000.00	13,000.00
8	1	EA		Monthly usage FY27	27	4000	5820	53800	'0001	6,000.00	6,000.00
9	1	EA		Leasing of Multi-Functional Copiers & Printers, per Bid #24-019-IT FY28	28	4000	5820	54100	'0700	13,000.00	13,000.00
10	1	EA		Monthly usage FY28	28	4000	5820	53800	'0001	6,000.00	6,000.00
11	1	EA		Leasing of Multi-Functional Copiers & Printers, per Bid #24-019-IT FY29	29	4000	5820	54100	'0700	4,400.00	4,400.00
12	1	EA		Monthly usage FY29	29	4000	5820	53800	'0001	3,000.00	3,000.00
Requisition Total											\$ 94,450.00

Header Comments (these comments will appear on the PO20 and PO25 Purchase Order) :

Multi-functional Office Equipment, Supplies, Software and Service Solutions
Special Instructions/Comments to Buyer or Approver (these comments will <u>NOT</u> appear on the Purchase Order) :
User Department Internal Notes (these comments will <u>NOT</u> appear on the Purchase Order) :