



**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
<b>Requisition Total</b>											\$ 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) :