



**Purchase Requisition  
Procurement Services Division**

Date: Dec 4, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Req #: 923036

RFP, Bid or Quote #: \_\_\_\_\_

Send Purchase Order To:				Send Invoices To:			
Vendor: Insight Public Sector		Vendor #: 10809		Dept: DuPage ETSB		Division:	
Attn: Bob Erwin		Email: bob.erwin@insight.com		Attn: 9-1-1 Coordinator		Email: etsb911@dupageco.org	
Address: 6820 S. Harl Ave.				Address: 421 N. County Farm Rd.		Room:	
City: Tempe		State: AZ	Zip: 85283-4318	City: Wheaton		State: IL	Zip: 60187
Phone: 800-467-4448		Fax:		Phone: 630-550-7743		Fax:	
Send Payments To:				Ship To:			
Vendor: Insight Public Sector		Vendor #: 10809		Dept: DuPage ETSB		Division:	
Attn:		Email:		Attn: 9-1-1 Coordinator		Email: etsb911@dupageco.org	
Address: 6820 S. Harl Ave.				Address: 421 N. County Farm Road		Room:	
City: Tempe		State: AZ	Zip: 85283-4318	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			Jan 29, 2024	Jan 28, 2025	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		CON-SNT-1	24	4000	5820	53806		7,257.76	7,257.76
<b>Requisition Total</b>											\$ 7,257.76

<b>Header Comments</b> (these comments will appear on the PO20 and PO25 Purchase Order) :
Extended service agreement on ten (10) Cisco switches. Reference Contract 204514219.
<b>Special Instructions/Comments to Buyer or Approver</b> (these comments will <u>NOT</u> appear on the Purchase Order) :
Please return PO to ETSB to send to the vendor.
<b>User Department Internal Notes</b> (these comments will <u>NOT</u> appear on the Purchase Order) :
Electronic distribution - no media