Instructional Equipment Request (IER) Form
FY 2022-2023

Deadlines

Date	Action
October 12, 2022	IER forms due to Division Dean
October 19, 2022	Division review of IER forms (Dean & VP signature)
October 21, 2022	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- ☑ All IER form fields complete (**attach requisition and quote <u>before</u> e-signing IER form**)
- ☑ Requisition completed and attached
- ☑ Valid quote attached (with extended expiration date) including:
  - o Shipping costs
  - o Installation fees
  - o Taxes
- ☐ Board packet completed (required for any requests with a total cost of $99,100.00 or greater)
- ☑ IER form and requisition signed by Requestor
- ☑ IER form, requisition, and quote submitted as one PDF file to Division Dean including:
  - o New Vendor Form (if new vendor)
  - o Copy of W9 (if new vendor)

*Note: Mac Users – do not use Apple Preview to complete forms – data will not appear when printed.

IER Process Flow

1. All paperwork filled out and signed by Requestor
2. Requestor submits to Dean for signature
3. Dean submits to VP for signature
4. VP submits to Executive Assistant of Administrative Services for review
5. EA Admin Svcs submits to M&O and IT for review
6. EA Admin Svcs creates scoring spreadsheet and disseminates to committee
7. RAC scores submissions and returns to EA Admin Svcs
8. EA Admin Svcs combines committee scores for review
9. RAC Chair documents committee scoring in memo
10. College President meets with RAC Chair to review committee recommendations
11. President's Office provides approval memo to RAC
12. RAC submits IER forms to Business Office for processing

Instructional Equipment Definitions

Allowable Items

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture**: instructional equipment and furniture for primary use by students in instructional programs:
   a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
   b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology**: instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software**: software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment**: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material**: databases, online subscriptions, books, periodicals, videos, etc.

Non-Allowable Items

Non-Allowable Items: Administrative or non-instructional purposes including equipment being used for administrative or non- instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning Priorities [Section 2] *(5 points)*	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities.
Ranking Scale	4-5	2-3	0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] *(10 points)*	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum.
Ranking Scale	8-10	4-7	0-3
Teaching & Learning [Section 4] *(10 points)*	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction.	Clear evidence/data that equipment provides enhanced instruction that is not met through current means.	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means.
Ranking Scale	8-10	4-7	0-3
Outcomes [Section 5] *(5 points)*	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability.	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability.	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability.
Ranking Scale	4-5	2-3	0-1

Revised 8/19/22

Instructional Equipment Request Form

Name of Requestor: Peter Kuo   **Division**: A&H

This Equipment Request is: ◯ A Replacement | ◯ An Upgrade | ⦿ New Equipment or Technology

SECTION 1: Equipment Description

Describe the specific equipment requested and how it will be used to replace, upgrade, or provide new technology to LPC from what is currently in place:

Equipment Location

Building #: 700   **Room #**: 714

Comments:

GoPrint system + License agreement (NEW): To manage color printing within classroom.

HP CP5225dn (NEW): Color laser printer for go-print system. Auto duplex and can print up to 12x18

Wacom Grip Pen (KP501E2) x15 (Replacement) - replacement for broken/lost pens for wacom tablets

Wacom Pro Pen 2 (KP504E) x 5 (Replacement) - replacement for broken/lost pens for wacom tablets

If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

NA

SECTION 2: LPC Mission Statement and LPC Planning Priorities

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

LPC Planning Priorities

- ➢ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ➢ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

GoPrint system and printer will allow students access to low-cost, high quality color printouts for various assignments. Student success will be increased because the system will remove barriers for printing, allowing them to be able to print out works in progress for physical evaluation for size, dimension, typography, etc while in class, and make modification and changes as necessary. For many types of design (especially print design), frequent evaluation of their works in progress is vital to the learning experience. Without the system, students have had to travel to copy centers to print, creating delay and incurring extra cost and time, and limiting the frequency where they are able to evaluate and critique their own work. Students will also be able to print from the native design program instead of having to convert to PDF, which allows more print options and more faithful mock ups.

Digital drawing tablets are popular for graphic design and are becoming more and more of an industry standard. While the cost of these peripherals have come down in recent years, they remain a costly piece of hardware not accessible to all students. Our lab is fortunate enough to be fully outfitted with Wacom tablets that all students can use but the stylus pens that have come with the original equipment have gotten lost and broken over the years. This request will allow us to replace the broken (and breaking) pens and maintain a small supply to replace them in the upcoming years.

Specify the educational programs the equipment supports:

The GoPrint system, laser printer, and the Wacom pens will be used to support the Graphic Design program at Las Positas College.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

No. There didn't seem to be a place in program review that raised the question. The department has also been in conversation with IT over the last few years for ways to install/replace the printers used by the graphic design program and just recently with input from Stephen Gunderson, Dean Amy Mattern, and Heidi Ulrech, it was decided that this will be the best solution for us in terms of cost and maintenance.

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

The GoPrint system and laser printer will benefit all GDDM students by allowing them to print low-cost, high quality color prints in the classroom. This will allow students to print and fix potential mistakes during class, rather than having to take their files outside to print, and bring it back next class (with potential mistakes only to need to be printed again). Different courses will be able to modify assignments to take advantage of this, placing more emphasis on traditional printing and proofing techniques and incorporate print requirements back into projects such as packaging design. The printer will also be an alternative to the really expensive photo printer for certain projects. We will also be able to incorporate basic prepress information into various assignments since that is one of the classes we have not offered in a long time and may be sunsetting.

The replacement hardware of Wacom pens will allow us to return to previous levels of teaching capabilities. Many of the current set of pens have buttons missing and are not fully functional. The Wacom pens allow for pressure and tilt data to be input into various computer software, allowing the software to emulate natural brush strokes. This is useful in digital retouching, illustration, painting, color mixing and general computer use.

Detail the impact the equipment has on learning:

The GoPrint system and laser printer will allow students to work with print settings in the software and immediately see the results and see how different options change the output. Students will be able to print and look at their work immediately on paper. Many courses will benefit from this but this is especially important for the typography and InDesign course where students work on many print based projects like brochures, booklets, business cards, flyers, etc.

It is also important to maintain the Wacom pens so they work with the digital drawing tablet. The Wacom pens act as a mouse with extended capabilities, capturing user gestures for pressure and pressure to create a more natural working environment. Pen options are part of many software packages and this allows for courses to fully explore both hardware and software features that are commonly used in industry. Students use the pens to sketch, draw and paint, which is difficult with a mouse.

The laser printer is essential office equipment and will impact almost ALL GDDMN courses and sections but be especially impactful for courses that focus on print design such as InDesign and Typography. Other courses will benefit by having projects with integrated print requirements. The GoPrint system will let students manage their own prints and help fund and maintain the printer.

Wacom pens are really commonly used in industry and can also be used as a general computing peripheral and will be used by most classes, with Photoshop and Digital painting benefiting the most

Please state the number of classes and students the equipment will impact:

Classes/Sections: See above	**Students:** 200

SECTION 5: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your current Student Learning Outcomes:

The GoPrint system and laser printer will allow the department to incorporate and demonstrate processes that were unavailable to us before, such as demonstrating print separations, CMYK process, page imposition. Students will be able to see live demonstrations instead of a pre-made sample. The department will be able to incorporate printing as part of assignments and have a wider variety of design projects for students for a number of different classes. Some specific SLOs from individual courses that would benifit and help our students surpass SLOs include:

• GDDM 53 Photoshop I : the student should be able to use Photoshop tools to manipulate images for retouching, color correction, and basic adjustments.

• GDDM 54 Illustrator I: The student should be able to create new Illustrator Documents efficiently and open existing Illustrator Documents for editing and modification: set-up/launch, retrieve, save for print and screen.

• GDDM 58 Photoshop II: the student should be able to create accurate electronic files for delivery to screen (web, app development, multimedia) and print (prepress, photo prints).

• GDDM 64 InDesign I: the student should be able to apply the fundamental principals and considerations of page layout design by properly setting up a document to correct trim, bleed, margins, page count, and folds.
-- the student should be able to effectively use type with appropriate consideration to typeface, style, size, location, and formatting in regards to legibility and readability of text.
-- the student should be able to identify various image formats, its features and its limitations and to use appropriate image types in page layouts at the correct size, resolution, and color space.

• GDDM 65 Prepress: Upon completion of GDDM 65, the student should be able to use Illustrator at industry-standard level to design and pre-flight work for print production taking into account technical requirements as well as layout and design principles.
-- the student should be able to use InDesign at industry-standard level to design and pre-flight work for print production taking into account technical requirements as well as layout and design principles.
-- the student should be able to use Photoshop at industry-standard level to design and pre-flight work for print production taking into account technical requirements as well as layout and design principles

• GDDM 67 InDesign 2: 67, the student should be able to create "rich media" documents formulti-platform publishing environments, that include in a variety of digital formats that include interactive PDF, epub, or digital publishing, as well as traditional printing methods.
-- the student should be able to use Style Sheets, Alternate Layouts, Layout Adjustment, and Liquid Layout features to create digital and print publications.
-- the student should be able to work with a commercial printer (either local or online) to produce the physical piece, and have it printed on press (either offset or digital).

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

Laser printer should last many years. The product description states the product has a duty cycle of 75,000 pages.

GoPrint Release station should last many years. The school already uses this system to manage prints.

The current set of pens have been in use for several years, the current set are showing various stages of damage and normal wear and tear and will gradually be replaced. This order should last for several years.

What are the requirements and associated costs for the storage of the equipment?

All equipment on this request will be used regularly and will not be stored and will not have storage costs.

Is there a specific location required to store the equipment?
Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)

Equipment will not require storage.

Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?

GoPrint and Laser printer will be new equipment.

Wacom pens will be used to replace broken and lost pens from initial supply. Old pens with missing buttons will be recycled.

What are the maintenance costs associated with the regular upkeep of the equipment?

GoPrint system includes annual support and license for the first year but will require hardware and software license starting in FY 2023-23 (estimated at $299 for software and $199 for hardware)

Laser printer should not require regular maintenance. Consumables (paper, toner...etc, will be paid for by students when they print through GoPrint.

Wacom pens do not require regular maintenance but will need to be replaced periodically due to loss and damage.

Detail how the equipment meets or exceeds LPC's Sustainability Efforts:

The laser printer is ENERGY STAR qualified. Auto duplexing saves paper. Auto-off technology will shut down printer when not in use!

How does the equipment provide renewal resources to the college?

NA

Part A: Initial Start-Up Costs		
Type	**Cost**	**Comments**
Equipment or Materials	$ 5,487.40	Printer: 1869.00, Go print 2119.40 wacom 1499
Shipping & Delivery Fees		
Installation Costs	$ 0.00	IT will install
Miscellaneous Costs	$ 0.00	none expected
Modification to Facilities	$ 0.00	no modification to facilities
Operator Training	$ 0.00	no training required
Maintenance/Repair Training	$ 0.00	no training required
Storage	$ 0.00	no storage required
Other	$ 0.00	no other required
Discounts *(enter as negative)*	$ 0.00	
Sub-Total	$ 5,487.40	
Taxes	$ 345.22	
Grand Total	$ 5,832.62	
Part B: Annual Operating Costs		
Type	**Cost**	**Comments**
Service/Maintenance	$ 0.00	
Part Replacement	$ 0.00	
Vendor Calibration or Standardization	$ 0.00	
Storage	$ 0.00	
Supplies	$ 0.00	Toner cost: built into printing fee
Maintenance/Repair Labor	$ 0.00	
Software Licensing	$ 0.00	GoPrint Software $299/yr Hardware $199/yr * Built into printing fee
Other	$ 0.00	
Grand Total	$ 0.00	
Overall Cost:	$ 5,832.62	

Operator	
Primary operator:	Peter Kuo
Does the work align with current position duties?	◉ Yes | ◯ No
Cost to train primary operator:	0
Approx. # of hours equipment will be used per month:	many
Comments: Equipment will be used by multiple students in multiple classes.	

Maintenance and Repairs	
Who will perform maintenance and repairs?	Peter Kuo
Estimated hours per month:	0
Does the work align with current position duties?	◉ Yes | ◯ No
Cost to train for maintenance and repairs:	0

Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Requisition and quote must be attached to this form before signing. Adobe prevents adding pages once a document has been e-signed.**

	Signature		Date	
Requestor:	*[signature]*		**Date:**	10/12/2022
Division Dean:	Amy Mattern	Digitally signed by Amy Mattern Date: 2022.10.12 17:07:50 -07'00'	**Date:**	
Vice President:			**Date:**	
College Technical Service Manager:			**Date:**	
M&O Director:			**Date:**	
Vice President, Administrative Services:			**Date:**	

Office of Administrative Services
Requisition Request Form

LAS POSITAS COLLEGE

Reset | Submit
(Wait 5-10s)

R _____ - _____

Fiscal Year	Vendor ID #	Vendor Name	Date Required
22-23		B&H	1/31/2023

Deliver To	Room #	Return Copy of Requisition To
Peter Kuo	714	Peter Kuo

Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	HECP223DN	HP CP5225DN Prof Laserjet color printer	1	$ 1,869.00	$ 1,869.00
2					$ 0.00
3	KPE501E2	Wacom Grip Pen	15	$ 69.95	$ 1,049.25
4	KPE504E	Wacom Pro Pen 2	5	$ 89.95	$ 449.75
5					$ 0.00
6					$ 0.00
7					$ 0.00
8					$ 0.00
9					$ 0.00
10					$ 0.00
11					$ 0.00
12					$ 0.00
13					$ 0.00
14					$ 0.00
15					$ 0.00

Comments		Subtotal	$ 3,368.00
wacom pens sales quote by wacom, B&H is authorized vendor	10.25% Tax	$ 345.22
	Shipping	
	Total Cost	$ 3,713.22

FOAP to be Charged				%	Amount
-	-	-	103000	100	
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-			
FUND	ORG	ACCOUNT	PROGRAM		

Peter Kuo	10/10/22	Amy Mattern	Digitally signed by Amy Mattern Date: 2022.10.12 17:08:02 -07'00'
Requestor (print name)	Date	Dean (signature)	Date
	10/10/22		
Coordinator/Manager (signature)	Date	Vice President (signature)	Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ Verified: _____ Approved: _____

Administrative Services   Administrative Services Officer   VP, Administrative Services

PO Number: _____ Budget Transfer #: _____ Entered: _____

TR 4/6/20

Office of Administrative Services
Requisition Request Form

LAS POSITAS COLLEGE

Reset Submit (Wait 5-10s)

R_____-_____

Fiscal Year	Vendor ID #	Vendor Name	Date Required
22-23		ITC Systems	1/31/2023

Deliver To	Room #	Return Copy of Requisition To
Peter Kuo	714	Peter Kuo

Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	60-NTX-RS	Go Print Release Station	1	$ 299.00	$ 299.00
2	Maint-S-GoPrint	Go Print Release Station Annual Support and License- Inc Year 1	1	$ 0.00	$ 0.00
3	1500-2DI	Mag Card Series Advanced - RS-232 USB, TTL, Copier I/O Trk 2DI	1	$ 1,334.00	$ 1,334.00
4	Surcharge-5400	chip surcharge for 1500/5400 products	1	$ 200.00	$ 200.00
5	901-USB	USB type A Male Type B Male, 6 feet in length	1	$ 18.00	$ 18.00
6	HD-MTCE-PDW	Year 1 Hardware premium return to depot -warrenty period	1	$ 133.40	$ 133.40
7	HD-MTCE-PD	Year 2+ Hardware premium return to depot (informational purposes only)	1	$ 0.00	$ 0.00
8	PS=Hour-Remote	Remote- intallation, support or training (per hour) release station)	1	$ 135.00	$ 135.00
9					$ 0.00
10					$ 0.00
11					$ 0.00
12					$ 0.00
13					$ 0.00
14					$ 0.00
15					$ 0.00

Comments		
shipping & Handling TBD	Subtotal	$ 2,119.40
	10.25% Tax	
	Shipping	
	Total Cost	$ 2,119.40

FOAP to be Charged				%	Amount
-	-	- 103000		100	
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-			
FUND	ORG	ACCOUNT	PROGRAM		

Peter Kuo   10/10/22   Amy Mattern *Digitally signed by Amy Mattern Date: 2022.10.12 17:08:20 -07'00'*

Requestor (print name)   Date   Dean (signature)   Date

10/10/22

Coordinator/Manager (signature)   Date   Vice President (signature)   Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____   Verified: _____   Approved: _____

Administrative Services   Administrative Services Officer   VP, Administrative Services

PO Number: _____   Budget Transfer #: _____   Entered: _____
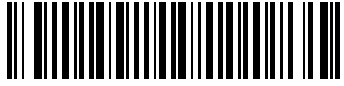
TR 4/6/20

B&H
PHOTO - VIDEO - PRO AUDIO

The Professional's Source

| PHOTO | 1-212 444-6600 / 1-800 947-9950 | DIGITAL PHOTO | 1-212 444-6700 / 1-800 947-9978 | VIDEO | 1-212 444-5000 / 1-800 947-9910 | PRO AUDIO | 1-212 444-5070 / 1-800 947-1183 |

To Inquire About Your Order *Tel: 212.239.7765 - 800.221.5743* • *Fax: 212.239.7549 - 800.947.2215*

www.bhphotovideo.com

Order No.: 895835199
Bid No.: 21002

Bill To: **CHABOT LAS POSITAS COMM COLL**
SUSAN AFFLECK
7600 DUBLIN BLVD
3 FL
DUBLIN, CA 94568

Ship To: **LAS POSITAS COLLEGE**
ANDREW LOZANO
3000 CAMPUS HILL DRIVE
RECIEVING DEPARTMENT
LIVERMORE, CA 94551

Bill Phone: **(925)485-5221 Ext: 000000**
Work Phone: **(925)485-5289 Ext: 000000**

Ship Phone: **(510)723-7270**

Invoice Date	Terms	Order No:	Order Date	PO NUMBER	Customer Code	Ship Via
		895835199	10/06/22		1233144	STANDARD

Qty Ord	Qty Ship	Qty Bko	Item Description	SKU#/MFR#	Item Price	Amount
1	1		**HP CP5225DN PROF LASERJET COLOR PRINTER**	**HECP225DN** (CE712A)	**$1,869.00**	**$1,869.00**
			Salesperson Code: CS3			
			Please Remit: 2,060.57			
			PLEASE NOTE: *---*			
			**** Please reference your quote number on all PO's ****			
			**** ALL PRICES ARE LISTED IN USD ****			
			Certain items may be enforced by vendor to sell at the			
			vendor-imposed price posted at the time of order.			

Payment Type	Card/Check Number	Amount		
			Sub-Total:	$1,869.00
			Tax:	$191.57
			Total Order:	$2,060.57
			Total Payment:	$.00
			Balance:	USD $2,060.57

BNH_invoice-REPRINT

itc SYSTEMS

800 Fee Fee Road
Maryland Heights, MO 63043
Federal Tax ID # 37-1997373
Tel: 314-872-7772
Fax: 314-872-3353

QUOTE 101198

Date(Y/M/D)	2022/09/14
CUSTOMER NO.	LASPOSIT-U-CA06

TO: Las Positas Community College

3033 Collier Canyon Rd.

Livermore CA 94550
USA

Heidi Ulrech

925.424.1640

ITC Systems is pleased to quote you the following:

Salesperson	Ship Via	F.O.B	Terms
Krista Martin	UPS Ground PP&ADD		Net 30 Days

Quantity	Item Code	Description		Unit Price	Extended Price
	GOPRINT SOFTWARE:				
1	60-NTX-RS	GoPrint Release Station		299.00	299.00
1	MAINT-S-GOPRINT	GoPrint Release Station Annual Support and License - Incl Year 1		0.00	
	To be prorated and added to existing GoPrint Contract				
	PAYMENT SYSTEM:				
1	1500-2DI	Mag Card Series Advanced - RS-232, USB, TTL, Copier I/O Trk 2DI		1,334.00	1,334.00
1	SURCHARGE-5400	Chip surcharge for 1500/5400 products		200.00	200.00
	NOTE: TR2DI, STX/ROM: C6, Site: 90, - Print only, no copy				
1	901-USB	USB Type A Male Type B Male, 6 feet in length		18.00	18.00
1	HD-MTCE-PDW	Year 1: Hardware Premium Return to Depot- Warranty Period		133.40	133.40
1	HD-MTCE-PD	Year 2+: Hardware Premium Return to Depot (informational purposes only)		240.12	
	PROFESSIONAL SERVCIES:				
1	PS-HOUR-REMOTE	Remote - Installation, Support, or Training (per hour) - Release Station		135.00	135.00

NOTE: Please be aware ITC Systems hardware is impacted by the worldwide supply chain shortages and shipping delays may result. Your ITC Sales team will continue to monitor the situation upon order and provide updates whenever possible.

All Freight and brokerage charges are extra.

Visa and Mastercard payments > $1,000 are subject to a 5% administration fee at time of invoicing. Payments made by Wire Transfer will incur a $25 wire fee. Please call (416) 289-2344 for more information. 2% Interest charge per month on all overdue accounts. A 15% restocking charge will apply on all returned goods.

SUBTOTAL	USD 2,119.40
SHIPPING & HANDLING	TBD
TAX	
TOTAL	USD 2,119.40
OPTIONS SUBTOTAL	

Visit our website: www.itcsystems.com

Terms & Conditions:
1. Quote is valid for 30 days.
2. FOB Origin (Toronto or St. Louis)
3. All ITC Hardware products have a 1 year Limited Warranty.
4. All ITC Systems Software is based on an annual licensing and support fee.
5. All custom card orders may be 10% over or under the quantity ordered.
6. All first time customers are required to prepay before shipment. A credit application is available for those requesting terms for subsequent orders.
7. There is a 15% restocking fee. Items must be returned within 30 days of delivery, unused in the original packaging.
8. Certain items cannot be returned for credit. Items include: Custom cards, Special Promotions and Sale items, Software that has been registered, etc.
9. ITC Systems cannot accept any returns without an Return Merchandise Authorization (RMA) number.
10. Most products ship within 8 business days.
11. Custom Card Orders, Custom Skins, & Security Access products typically ship in 4-6 weeks.
12. Payments made by Wire Transfer will incur a $25 wire fee.

800 Fee Fee Road
Maryland Heights, MO 63043
Federal Tax ID # 37-1997373
Tel: 314-872-7772
Fax: 314-872-3353

TO: Las Positas Community College

3033 Collier Canyon Rd.

Livermore CA 94550
USA

Heidi Ulrech

925.424.1640

ITC Systems is pleased to quote you the following:

Wacom Technology
1455 NW Irving, Suite 800
Portland, OR 97209
1-855-MY-WACOM

Sales quote requested by:	Peter Kuo
Contact Phone No.	4084497759
Email Address	pkuo@laspositascollege.edu

Billing Address:	**Shipping Address:**
Las Positas College	Las Positas College
3000 Campus Hill Dr	3000 Campus Hill Dr
Livermore, CA 94551, United Stat	Livermore, CA 94551, United Stat

Case #	Item	Qty	Description	Unit Price	Line Total
1346354	KP504E	5	Wacom Pro Pen 2	$ 89.95	$ 449.75
	KP501E2	15	Wacom Grip Pen	$ 69.95	$ 1,049.25
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
				Subtotal	$ 1,499.00
				Sales Tax	$ 0.00
				Total	$ 1,499.00

* The availability of the items here listed is not confirmed by this document.

Thank you for your email. Below you'll find the list of the main Wacom authorized resellers who can help with your purchase order.

Account	Website	Phone
B&H	https://www.bhphotovideo.com/find/federal-gsa-contracts-gov-corporate-edu-sales.jsp	(800) 894-9703
CDW-G	http://www.cdwg.com	(800) 808-4239
Genesis	http://www.genesis-technologies.com	(800) 433-6326
Journey Education	http://www.journeyed.com	(866) 876-3507
Logisoft	https://logisoft.com	(888) 564-4763
Troxell	https://www.troxellsolutions.com	(855) 876-9355

Please reach me back if you need further assistance. Thank you for contacting Wacom Customer support.