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Lucas County Information Services Checklist for Hardware/Software/Services

Department: 0160-LCIS *Veterans Services*

Requestor: Karen Schnitkey

Funding Account & Description: 1010-2600-512140 ✓

Req. Date: 11/23/15

Vendor: SHI

Type of Request (check all that apply):

Hdw SW Services/New

Purchase Lease Subscription

Services/Support Renewal Original Purchase Date

State Term Contract ID

Description or Nature of Request and for whom this is intended:

Adobe Acrobat Pro DC 2015

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Adobe Acrobat			2	\$ 294.00		\$ 588.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 588.00

Business Reason or Justification:

Adobe Acrobat Pro DC 2015 for Jason Brown and Lee Armstrong in Veterans Services. Purchased by LCIS.

Lucas County Information Services
Checklist for Hardware/Software/Services
Page 2

Planned Location: If Other please specify:

Network Connection Required? Yes No N/A

LCIS installation assistance needed? Yes No Date:

LCIS on-going support required? Yes No N/A

ITB or RFP completed? Yes No N/A

LCIS Management review completed? Yes No Exclusion

DP Board Approved? Yes No Exclusion

Date of Approval:

Comments:

Purchased under the LCIS Adobe CLP Agreement #4600001318
Reviewed and approved by Karen Schnitkey

Karen Schnitkey 11/23/15