



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 before e-signing IER form**)
- ☑ Requisition completed and attached
- ☑ Valid quote attached (with extended expiration date) including (1) shipping costs, (2) installation fees, and (3) taxes. **Do not split quotes or submit duplicate quotes.** For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
 - If the quote total (including taxes) ranges from **\$30,000 to \$99,099**:
 - You must submit **three** written quotes with your request.
 - For quotes of **\$99,100 or more**, the request must go out for bid (aka RFP process) and requires Board approval. You will be provided further instruction after your request is approved.
- ☑ IER form and requisition signed by Requestor
- ☑ IER form, requisition, and quote submitted as one PDF file to Division Dean including:
 - New Vendor Form (if new vendor)
 - 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) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Outcomes [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

Instructional Equipment Request Form

Name of Requestor: Melissa Korber 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 #: 4000 and 2400 Room #: 4133 (podcast Booth); 2409 (Media Lab)

Comments:

PODCAST ROOM

Shure MV7X Broadcast Kit w/ Book Arm (3 x \$229.99) \$689.97 https://www.bhphotovideo.com/c/product/1659956-REG/shure_mv7x.html

Zoom Live-track Multichannel Recorder \$349.99 https://www.bhphotovideo.com/c/product/1512381-REG/zoom_zl8_livetrak_l_8_8_channel_digital.html

6TB miniStack External Hard Drive \$279 https://www.bhphotovideo.com/c/product/1297777-REG/owc_other_world_computing_owcmstk3h7i6_0_6tb_ministack_7200rpm_usb.html/overview

Senal Professional Monitor Headphones (3 x \$69.99) \$209.97 https://www.bhphotovideo.com/c/product/1702273-REG/senal_shx_800_professional_monitor_headphones.html

Zoom Q8 Handy Recorder (3 x \$249.99) \$749.97 https://www.bhphotovideo.com/c/product/1116341-REG/zoom_zq8_q8_handy_video_recorder.html

Velvet Adjustable Office Chair \$129.99
<https://www.target.com/p/costway-velvet-leisure-arm-chair-adjustable-accent-office-swivel-task-chair/-/A-86959396?preselect=86959395#Ink=sametab>

MEDIA LAB

Rode Vlogger Kit for Filmmaking (2 x \$149) \$298 https://www.bhphotovideo.com/c/product/1599312-REG/rode_vlogmml_vlogger_kit_ios_edition.html

Valera Performer 85 Adjustable Green Screen \$199.99 https://www.bhphotovideo.com/c/product/1700789-REG/valera_vp_85_performer.html

Studio 2-Video Light Kit \$198 https://www.bhphotovideo.com/c/product/1492248-REG/gvm_800d_rgb_2l_800d_rgb_led_video_studio.html

Shure Condenser Microphone for iOS (2 x 149) \$298 https://www.bhphotovideo.com/c/product/1251142-REG/shure_mv88_a_motiv_mv88_digital_stereo.html

Shipping and Handling: \$0

Tax: \$348.79

GRAND TOTAL: \$3751.67

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:

Not applicable.

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:

The new equipment will allow students to produce podcasts and multimedia pieces for distribution to the campus community through student media outlets. Audio and video production is required of those who complete one of the three Journalism and Media Studies pathways and is required by many employers of JAMS students. As a result, the equipment will enhance LPC's ability to successfully meet its mission of being a learning-centered environment by supporting students' completion of goals. JAMS offers a certificate, a local degree, and a transfer degree as well as opportunities for lifelong learners.

In addition, the media outlets in JAMS have a long-standing practice of providing coverage of issues relating to diversity and equity, and the podcast and multimedia production will continue that practice, thus advancing the campus community's goal to establish a knowledge base and an appreciation for equity.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

The equipment will directly support Journalism and Media Studies, which includes two degrees and a certificate. In addition, related programs such as Film Studies, Photography, and English will also benefit from the equipment because these programs include JAMS classes in their pathways.

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:

Last year's Program Review included many references to The Express Podcasts, which originated and earned many accolades during the pandemic. Below is language from the JAMS 2021 Program Review about The Express Podcasts.

"In Spring 2020, the students of The Express worked to launch a podcast network, called The Express Podcasts, which includes shows about sports, news, and relationships, including '2 Guys, 1 Ring,' 'West Coast Hockey,' 'Out of the Cage,' and 'The Express Podcast.' The successful network continues and can be found on Spotify and Apple Music.

"Despite the pandemic, The Express and LPCEXpressNews.com received multiple awards from the Associated Collegiate Press, California News Publishers Associations, and the Journalism Association of Community Colleges in 2020-21. A complete list of all awards is included in the appendixes [of the 2021 Program Review]. In this 'most challenging year,' both The Express and LPCEXpressNews.com received some of the highest accolades available, earning General Excellence for both print and online editions from JACC, Best of Show Awards from ACP, and, most recently, a Campus Online General Excellence award from CNPA."

In addition, the 2021 Program Review envisioned a multimedia lab when the program gets dedicated space for media as part of the planned STEAM facility. This request for audio and visual equipment helps build towards that goal, and some of the equipment will likely be usable when the new facility is completed. Below is language from the JAMS 2021 Program Review about the media lab space in the new facility.

"As mentioned in prior Program Reviews, the program remains focused on planning a new media space in the proposed STEAM facility. The new space will include room for all student media, a classroom, studios, offices, and a meeting room. The goal is still to visit effective media spaces around the Bay Area to help with conceptualizing this plan. The pandemic helped to underscore the importance of having a functional lab to create media since remote production of media, especially print media, was challenging."

SECTION 4: Teaching and Learning

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

It is crucial for journalists and media creators to know how to produce audio and video. Not only is it the industry standard but also, in a field driven by audience, it is the expected mode of delivery. According to an article titled "More than Eight-in-ten Americans Get News from Digital Devices" by Elisa Shearer and citing a 2020 Pew Research Center survey, "A large majority of Americans get news at least sometimes from digital devices." At the same time, podcasts (which now often include video) are surging. In an article titled "Nearly a Quarter of Americans Get News from Podcasts," by Mason Walker, the changing audience is highlighted. Given this change in delivery mode, it is important to teach students to podcast and use multimedia skills in reporting. This equipment will allow instructors in JAMS to guide students as they create podcasts and multimedia reports for their audiences.

Detail the impact the equipment has on learning:

This equipment will allow students to produce quality podcasts and multimedia reports for distribution through current student media outlets, including LPCEXpressNews.com, The Express Podcast Network, The Express Newsletter, and a soon-to-be launched Naked Magazine website. Students will be able to use equipment to record audio and visual content, edit and refine the content, and then publish the content and distribute the content to the college community.

All equipment will facilitate creation of media and allow students the opportunity to learn new skills at every step of the production process. The impact on learning will be tremendous because of the new skills acquired.

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

Classes/Sections: 11/1 JAMS 3, 11, 21A-D, 22, 23, 24A-B, and 29

Students: 35 plus audience of hundreds

SECTION 5: Student Learning Outcomes (SLOs)

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

Below are all SLOs that will be impacted by the new equipment. In each case, the new equipment will allow for audio and visual distribution of the articles created, or, in the case of JAMS 3, the proposal. This will allow JAMS to surpass existing SLOs (and may require revising a few to include the new method of distribution).

JAMS 11 - Intro Reporting & Newswriting

¥Upon completion of JAMS 11, the student will be able to research and write a news story demonstrating skills in writing a lead, integrating quotations, showing balance, using proper mechanics and style, and conforming to industry standards of law, ethics, and taste.

JAMS 3 - Intro to Public Relations

¥Upon completion of JAMS 3, the student will be able to create and pitch a professional public relations proposal that exhibits writing skills, creativity, understanding of (social) media and audiences, problem-solving abilities, and grasp of modern PR techniques.

JAMS 21A - Express College Newspaper A

¥Upon completion of JAMS 21A, the student will be able to create The Express, demonstrating increasing understanding of use of headlines and text, architecture and design, content and organization, and elements that serve to establish a house style.

JAMS 21B - Express College Newspaper B

¥Upon completion of JAMS 16B, the student will be able to critique The Express, demonstrating intermediate-level understanding of the standards of journalism, including effective use of journalistic writing style, visuals, design, layout, and editing.

JAMS 21C - Express College Newspaper C

¥Upon completion of JAMS 21C, the student will be able to critique The Express, demonstrating intermediate-to-advanced understanding of the standards of journalism, including effective use of journalistic writing style, visuals, design, layout, and editing.

JAMS 21D - Express College Newspaper D

¥Upon completion of JAMS 21D, the student will be able to critique The Express, demonstrating advanced understanding of the standards of journalism, including effective use of journalistic writing style, visuals, design, layout, and editing.

JAMS 22 - Express Editorial Board

¥Upon completion of JAMS 22, the student will be able to serve as a leader for the weekly college newspaper, The Express, recognizing, acquiring, producing, and distributing content; student will lead others in increased understanding of standards of journalism and design and increased understanding of online distribution.

JAMS 24A - College Magazine A

¥Upon completion of JAMS 24A, the student will be able to contribute to the student magazine, Naked, with an increasing degree of proficiency, demonstrating professionalism, functional skills, teamwork, commitment to the organization, and completion of assigned stories and visuals in proper magazine style.

¥Upon completion of JAMS 24A, the student will be able to design and edit stories and visuals in proper magazine style at a beginner level.

JAMS 24B - College Magazine B

¥Upon completion of JAMS 24B, the student will be able to design and edit stories and visuals in proper magazine style at an intermediate level.

JAMS 23 - Multimedia Reporting

¥Upon completion of JAMS 23, the student will be able to produce video that presents local news in a professional manner.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

All proposed equipment should last at least five to ten years.

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

The podcast equipment will be used to transform an empty office in the 4000 Building into a functioning Podcast Studio/Multimedia Room. The plan is to record podcasts, shoot video and even hold interviews in the Podcast Studio. Some of the equipment will also be stored in Room 2409, the Media Lab. There are not associated costs for the storage of the equipment.

Is there a specific location required to store the equipment?

Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)

The equipment will be used in 4133 and 2409.

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?

To some degree, yes. Outdated audio equipment has been removed from the Podcast Room and surplus. The Media Lab also contains several storage cabinets with locks to house video equipment when it is needed in the lab.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

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

None.

Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):

The equipment replaces outdated equipment that was surplussed for use by others. Since surplussing can lead to use by others, the used equipment was essentially recycled. The new equipment should last for five to ten years, meeting LPC's need for sustainability.

How does the equipment provide renewal resources to the college?

Based on my understanding of the term "renewal resources," the equipment does not create any renewable resources. New equipment batteries generally last longer than prior generations, however.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)


Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$ 3,402.88	
Shipping & Delivery Fees	\$ 0.00	
Installation Costs	\$ 0.00	To be installed by JAMS faculty.
Miscellaneous Costs	\$ 0.00	
Modification to Facilities	\$ 0.00	
Operator Training	\$ 0.00	
Maintenance/Repair Training	\$ 0.00	
Storage	\$ 0.00	
Other	\$ 0.00	
Discounts (enter as negative)	\$ 0.00	
Sub-Total	\$ 3,402.88	
Taxes	\$ 348.79	
Grand Total	\$ 3,751.67	
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	
Maintenance/Repair Labor	\$ 0.00	
Software Licensing	\$ 0.00	
Other	\$ 0.00	
Grand Total	\$ 0.00	
Overall Cost:	\$ 3,751.67	

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Operator	
Primary operator:	Marcus Thompson
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	0
Approx. # of hours equipment will be used per month:	40 (including student use)
Comments: Marcus Thompson uses similar equipment in his current work as a columnist and podcaster for The Athletic.	
Maintenance and Repairs	
Who will perform maintenance and repairs?	Marcus Thompson
Estimated hours per month:	1
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.**

Requestor:	Melissa Korber <small>Digitally signed by Melissa Korber Date: 2022.10.12 15:47:42 -07'00'</small>	Date:	10/12/2022
Division Dean:		Date:	10/18/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	



Office of Administrative Services
Requisition Request Form

(Wait 5-10s)

Reset

Submit

R _____ - _____

Fiscal Year	Vendor ID #	Vendor Name	Date Required		
22-23		B&H Photo Video Audio	12/1/2022		
Deliver To		Room #	Return Copy of Requisition To		
Melissa Korber		2409	Melissa Korber		
Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	VAVP85	Valera Performer 85 Adjustable Green Screen	1	\$ 199.99	\$ 199.99
2	SHMV88A	Shure MOTIV MV88 Digital Stereo Microphone	2	\$ 149.00	\$ 298.00
3	GV800DRGB2L	GVM 880D-RGB LED Studio 2-video Light Kit	1	\$ 198.00	\$ 198.00
4	ROVLOGVMML	Rode Vlogger Kit	2	\$ 149.00	\$ 298.00
5	ZOZQ8	Zoom Q8 Handy Video Recorder	3	\$ 249.99	\$ 749.97
6	SESHX800	Senal SHX-800 Professional Headphones	3	\$ 69.99	\$ 209.97
7	OWMSTK3H7T6	OWC 6 TB miniStack USB 3.1 Gen 1 Ex. Hard Drive	1	\$ 279.00	\$ 279.00
8	ZOLTL8	Zoom Live Trk L-8 portable 8-Channel Digital Mixer	1	\$ 349.99	\$ 349.99
9	SHMV7XBAK	Shure MV7X Single-Person Broadcast Kit, Mic/Boom	3	\$ 229.99	\$ 689.97
10					\$ 0.00
11					\$ 0.00
12					\$ 0.00
13					\$ 0.00
14					\$ 0.00
15					\$ 0.00
Comments			Subtotal	\$ 3,272.89	
			10.25% Tax	\$ 335.47	
			Shipping		
			Total Cost	\$ 3,608.36	
FOAP to be Charged			%	Amount	
-	-	060100	100	\$ 3,608.36	
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-			
FUND	ORG	ACCOUNT	PROGRAM		

Melissa Korber	10/12/22		10/18/22
<i>Melissa Korber</i>	10/12/22	<i>Ang Muto</i>	Date
Requestor (print name)	Date	Dean (signature)	Date
Coordinator/Manager (signature)	Date	Vice President (signature)	Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY		
Reviewed: _____	Verified: _____	Approved: _____
<i>Administrative Services</i>	<i>Administrative Services Officer</i>	<i>VP, Administrative Services</i>
PO Number: _____	Budget Transfer #: _____	Entered: _____
		<i>TR 4/6/20</i>



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Email Print



Save the Tax with the B&H **payboo**® Credit Card on orders shipped to 94551

Current Total \$3,608.36
Payboo Card Savings **-\$335.47**
Cost After Savings \$3,272.89

Learn **Estimated Shipping & Tax** ⓘ

Valera Performer 85 Adjustable Green Screen + Valera Background Gallery...
B&H #VAVP85 • MFR #VP-85
[Free Expedited Shipping](#)

In Stock Ready to Ship ~~\$249.99~~ **\$199.99**

Accessories

PROTECTION PLANS
 Protection Plans starting at **\$19.99** [See Options](#)

Save for later Remove

Instant Savings: **\$50.00**
Item Total: **\$199.99**

NYC SuperStore Pickup [See Details](#)

UNITED STATES ▾

Zip Code **94551** ✓
Eligible for FREE Shipping

Subtotal: \$3,272.89
Shipping: **FREE**
Est. Tax ⓘ \$335.47

Total: **\$3,608.36**

[12 Mos. Promo Financing Available with Payboo^s](#) >

[Begin Checkout](#)

rayray

ⓘ **Please Note:** Digital wallet payments will be charged at the time the order is placed.

Item Total: \$298.00

- [Return Policy](#)
- [Shipping Information](#)
- [Payment Options](#)
- [Your Privacy & Security](#)

SAVINGS BUNDLE [EDIT BUNDLE](#)

Remove



GVM 800D-RGB LED Studio 2-Video Light Kit

B&H #GV800DRGB2L • MFR #800D-RGB-2L
Includes Free: 1 item (\$39.00 value)
Free Expedited Shipping

In Stock
Ready to Ship

1

~~\$249.00~~
\$198.00

Accessories

PROTECTION PLANS



Protection Plans starting at **\$29.99**

[See Options](#)

Save for later Remove



GVM Softbox for 480LS/560AS/800DRGB Series LED Lights (11 x 11")

In Stock
Ready to Ship

1

~~\$39.00~~
\$0.00

Accessories

PROTECTION PLANS



Protection Plans starting at **\$3.99**

[See Options](#)

Instant Savings: **\$51.00**
Bundle Savings: **\$39.00**
Bundle Total: \$198.00

LIVE CHAT 800.606.6969

Your Cart ID # 450 941 842 60



Rode Vlogger Kit iOS Edition Filmmaking Kit for Mobile Devices with...

B&H #ROVLOGVMML • MFR #VLOGVMML
Choice of Free Item: [See Details](#)
Free Expedited Shipping

In Stock
Ready to Ship

2

\$149.00

Accessories Available Savings

PROTECTION PLANS



Protection Plans starting at **\$23.00**

[See Options](#)

[Save for later](#) [Remove](#)

Item Total: **\$298.00**



Zoom Q8 Handy Video Recorder

B&H #ZOZQ8 • MFR #ZQ8
[Free Expedited Shipping](#)

In Stock
Ready to Ship

3

~~\$399.99~~
\$249.99

Accessories

PROTECTION PLANS



Protection Plans starting at **\$53.99**

[See Options](#)

Pro Plans Include: 2-Day Service Guarantee + 2-Way Express Shipping + International Coverage.

[Save for later](#) [Remove](#)

Instant Savings: **\$450.00**
Item Total: **\$749.97**



Senal SHX-800 Professional Monitor Headphones

B&H #SESHX800 • MFR #SHX-800
[Free Expedited Shipping](#)

In Stock
Ready to Ship

3

\$69.99

Accessories

PROTECTION PLANS



Protection Plans starting at **\$12.99**

[See Options](#)

[Save for later](#) [Remove](#)

Item Total: **\$209.97**



OWC 6TB miniStack USB 3.1 Gen 1 External Hard Drive

B&H #OWMSTK3H7T6 • MFR #OWCMSTK3H7T6.0
[Free Standard Shipping](#)

Special Order
Expected availability: 7-10 business days

1

\$279.00

Accessories

Available Savings

PROTECTION PLANS



Protection Plans starting at **\$42.99**

See Options

[Save for later](#) [Remove](#)

Item Total: \$279.00



Zoom LiveTrak L-8 Portable 8-Channel Digital Mixer and Multitrack Recorder

In Stock
Ready to Ship

1

~~\$449.99~~
\$349.99

B&H #ZOLTL8 • MFR #ZL8

[Free Expedited Shipping](#)

Accessories

Available Savings

PROTECTION PLANS



Protection Plans starting at **\$53.99**

See Options

[Save for later](#) [Remove](#)

Instant Savings: **\$100.00**
Item Total: \$349.99

SAVINGS BUNDLE [EDIT BUNDLE](#)

[Remove](#)



Shure MV7X Single-Person Broadcast Kit with Microphone and Boom Arm

In Stock
Ready to Ship

3

~~\$298.99~~
\$229.99

B&H #SHMV7XBAK

Includes Free: 1 item (\$72.00 value)

[Free Expedited Shipping](#)

Accessories

PROTECTION PLANS



Protection Plans starting at **\$36.99**

See Options

[Save for later](#) [Remove](#)



Buzzsprout Podcast Hosting Service (3-Month Subscription)

Electronic Download

3

~~\$72.00~~
\$0.00

Emailed within 1-3 Business Days

Instant Savings:	\$207.00
Bundle Savings:	\$216.00
Bundle Total:	\$689.97

Saved for Later

Stash ideas here, commitment-free!

Any items you "Save for Later" will appear here

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Sign up

US Dollar | English

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- [Our NYC SuperStore](#)
- [Hours of Operation](#)
- [Payboo / Financing](#)
- [Affiliate Program](#)
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Other B&H Sites

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Customer Service

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Office of Administrative Services
Requisition Request Form

(Wait 5-10s)

Reset

Submit

R _____ - _____

Fiscal Year		Vendor ID #		Vendor Name		Date Required	
2022-23				Target		12/1/2022	
Deliver To			Room #		Return Copy of Requisition To		
Melissa Korber			2409		Melissa Korber		
Seq	Item #	Description			Qty	Unit Price	Extended Cost
1	Target	Velvet Adjustable Chair			1	129.99	129.99
2							0
3							0
4							0
5							0
6							0
7							0
8							0
9							0
10							0
11							0
12							0
13							0
14							0
15							0
Comments						Subtotal	129.99
						.1025 Tax	13.32
						Shipping	
						Total Cost	143.31
FOAP to be Charged					%	Amount	
				060100		143.31	
FUND	ORG	ACCOUNT	PROGRAM				
FUND	ORG	ACCOUNT	PROGRAM				

Requestor (print name) Melissa Korber Date 10/12/22
 Dean (signature) *Ay Muto* Date 10/18/22
 Coordinator/Manager (signature) *Melissa Korber* Date 10/12/22
 Vice President (signature) _____ Date _____

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY			
Reviewed: _____	Verified: _____	Approved: _____	
<i>Administrative Services</i>	<i>Administrative Services Officer</i>	<i>VP, Administrative Services</i>	
PO Number: _____	Budget Transfer #: _____	Entered: _____	



Categories

Deals

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\$129.99 subtotal • 1 item

 **Shipping**
1 item



Costway Velvet Leisure Arm Chair Adjustable Accent
Office Swivel Task Chair Grey

Sold and shipped by [Costway](#)

Qty 1



Save for later



\$129.99
Reg \$309.99
Sale

Standard shipping
Get it by **Thu, Oct 20**

Order Pickup not available at [Dublin East](#) [Change](#)

Order summary



Not eligible for gift message 



Promo code [Add](#)

Subtotal (1 item) \$129.99

Delivery **Free**

Estimated tax \$13.32

Delivery & tax for 94588

Total \$143.31



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Target run?**

129.99

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123.49

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 RedCard
5% savings

