



# Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Revitalizing Photography, Completing Podcast Studio, and Funding Printing
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

## Checklist

- All IER form fields complete
- Valid quote attached to submission (must be attached before submitting form)
  - Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
  - IMPORTANT:** To comply with state law, purchases between \$30,000.00 and \$109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
  - Purchase requests of \$109,300.00 or more must go out for bid\* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
  - For assistance with quotes, please contact Bill Pagano at [bpagano@clpccd.org](mailto:bpagano@clpccd.org) or (925) 485-5271.
- IER form, with quote, signed and submitted to Division Dean including:
  - Quote (required)
  - [New Vendor Application](#) (if new vendor)
  - Copy of [W9](#) (if new vendor)

**\*Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

## IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

## 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
<b>LPC Mission &amp; Planning Priorities</b> [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
<b>Educational Items: Programmatic Impact and Institutional Support</b> [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
<b>Teaching &amp; Learning</b> [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
<b>Outcomes</b> [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

Discipline: Academic Services

This Equipment Request is: 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 #: 2400 and 4000

Room #: 2409 (Media Lab) and 4133 (Podcast Studio)

### Comments:

Equipment and Furniture: NIKON Z6 II MIRRORLESS CAMERA (BODY ONLY)/REG, NIKON FTZ II MOUNT ADAPTER/REG, NIKON 70-200mm f/2.8E AFS ED VR LENS/REG, NIKON EN-EL15C RCHRGBL LI-ION BATTERY/REG, NIKON MH-25A BATTERY, CHARGER/REG, WATSON LP-E8 BATTERY PACK f/CANON/REG, SANDISK 64GB EXTREME PRO UHS-I SD MEMORY CARD/REG, WATSON EN-EL3E BATTERY PACK f/NIKON/REG, CANON 70-200mm f/2.8L IS EF III USM LENS/REG, SONY MDR-7506 HDPHN-LRG w/DEEP EARPADS&CASE/REG, AURAY EXTRA DEEP EARPADS F/ 7506/SMH - BLACK/REG, and OSAKI OS-1029 LUX-ERGO OFFICE CHAIR/REG. Library Material: Print and Bind 2024 Havik (estimated cost based on 2023).

**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 and furniture will allow JAMS students to take photographs, record videos, and produce podcasts for distribution to the campus community through student media outlets. The funding for the journal ensures that the award-winning journal will be printed, benefitting students who learn to produce and distribute it as well as the community. These necessary resources allow students to acquire skills and complete requirements of the program's two degrees and one certificate as well as for related programs. Making equipment available to all students in the program ensures equity and will favorably reflect on student success at LPC and beyond. The journal accepts and publishes creative work from around the world.

### SECTION 3: Educational Items | *Program Review*

#### **Specify the educational programs the equipment supports:**

The funding 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 (including cross-listed classes) in their pathways. Student media outlets are a vital part of the LPC campus community, benefitting the entire Las Positas College Community. The equipment will be utilized in various JAMS courses, and the journal publication is the class product of the Journal of Arts, Literature, and Academic Writing class.

#### **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:**

Yes. These costs are expressly anticipated in the 2022-23 JAMS Program Review. The Program Review states: "The biggest challenge for all student publications is funding. Through Co-Curricular Funding, The Express, Naked, and Havik all receive some funding, but it is not nearly enough to cover costs of publication, conferences, website maintenance, institutional memberships and other department expenses." Payments are made by cobbling together various sources of funding, including grants, co-curricular funds, donations and sponsorships, ad sales, and fundraisers. This is extremely time-consuming. The need to refurbish the podcast studio and to focus on multimedia (which requires new equipment) are referenced in Program Review.

### 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, video, photography, and print publications. As set forth in "How To Become a Journalist: Steps, Skills, and Career Data," updated by Forbes Advisor in 2023, familiarity with technology is an important skill for journalists. "From cameras to microphones to video editing software, journalists require a firm understanding of the technology used every day to tell their stories," the article states. At the same time, despite many doomsday predictions, print media remains vital, growing on the global scale from 2022 to 2023 with more expected growth through 2027, according to the "Global Print Media Market Forecast – Top Trends, Growth Drivers And Lucrative Segments As Per The Business Research Company's Print Media Global Market Report 2023." At LPC, the three print publications are an important part of the JAMS program with Havik, Naked, and The Express all earning high honors from the Associated Collegiate Press, a national/international organization. For the past two years, Havik has been recognized as the top journal at the ACP Conference, which includes two-year and four-year colleges from around the country. Both Naked and The Express have earned dozens of awards from the Journalism Association of Community Colleges in California.

This year, chairs and headphones are needed to complete the podcast studio. In addition, photography equipment has not been updated in years. We are requesting a new camera plus a replacement lens, battery packs, chargers, and storage. Finally, costs of printing the journal are necessary to the program. These resources will allow instructors in JAMS and related programs to guide students as they create podcasts, multimedia reports, and the journal for their audiences.

#### **Detail the impact the equipment has on learning:**

This equipment will allow students to produce quality podcasts, multimedia reports, photographs, and print publications for distribution through current student media outlets. LPC media is distributed in the three print publications — The Express, Naked, and Havik — as well as through LPCExpressNews.com, The Express Podcast Network, The Express Newsletter, and the Havik and Naked websites. Students will be able to use equipment and services to produce multimedia content and print content for distribution to the LPC community.

All equipment and services 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:**

<b>Classes/Sections:</b> 14 in JAMS plus 3 cross listed	<b>Students:</b> 100 directly
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## SECTION 5: Student Learning Outcomes (SLOs)

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

This year, all SLOs and PSLOs will be recreated and revised because of the inability of eLumen to change the program name on existing PSLOs and SLOs. With the anticipated launch of SLOs in CurricuNet next year, lead faculty in JAMS will input the recreated and revised SLOs and PSLOs. Below is a list of class for all SLOs that will be impacted. In each case, the new equipment will allow for audio, visual, and print distribution of the publications created. This will allow JAMS to surpass existing SLOs (and will likely lead to new insights about refinements to SLOs and PSOs).

#### Courses (SLOs)

JAMS 11 - Intro Reporting & Newswriting  
JAMS 3 - Intro to Public Relations  
JAMS 12/PHOTO 72 Introduction to Photojournalism  
JAMS 19A/ENG 19A Journal of Arts, Literature, and Academic Writing A  
JAMS 19B/ENG 19B Journal of Arts, Literature, and Academic Writing A  
JAMS 21A - Express College Newspaper A  
JAMS 21B - Express College Newspaper B  
JAMS 21C - Express College Newspaper C  
JAMS 21D - Express College Newspaper D  
JAMS 22 — Express Editorial Board  
JAMS 24A — College Magazine A  
JAMS 24B - College Magazine B  
JAMS 23 - Multimedia Reporting  
JAMS 29 - Independent Study, Journalism and Media Studies

#### Programs (PSLOs)

Journalism Associate in Arts for Transfer (AA-T)  
Journalism Certificate of Achievement (CA)  
Journalism and Media Studies Associate of Arts (AA)

Plus related programs that include JAMS courses.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

**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?**

Some of the new equipment makes some older equipment usable (batteries, memory cards, lens mount, and lens). The new camera will make photography more accessible to students who do not have a photography background or equipment. A lens that is currently not working will be surplus. The chairs will be used in the the Podcast Studio. The Media Lab contains several storage cabinets with locks to house photography equipment. Copies of Havik are distributed at the publication ceremony and sent to contributors and sponsors. Extra copies are stored in the Media Lab.

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

Some of the equipment makes some older equipment usable again. The new equipment should last for at least ten years, meeting LPC's need for sustainability. With respect to the journal, the number of copies made reflects the number of contributors, sponsors, anticipated sales, with a small number set aside as back stock.

**How does the equipment provide renewal resources to the college?**

Not applicable. New equipment batteries generally last longer.

**Operator**

Primary operator:	Korber, Melissa		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	40		
Comments:	All equipment will be used by students. The journal will be distributed to contributors, sponsors, and purchasers.		

**Maintenance and Repairs**

Who will perform maintenance and repairs?	Korber, Melissa		
Estimated hours per month:	1		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

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

**Lifespan of Equipment:** Approximately 10 years.

<b>FOAP (Budget) for Recurring Costs:</b>	953209	39340	6401	693400
	Fund	Org	Acct	Program

**Part A: Initial Start-Up Costs**

Type	Cost	Comments
Equipment or Materials	13,744.82	\$7540.82 B&H; \$6204.00 Prepress (based on 2023 costs)
Shipping & Delivery Fees	0.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	1,308.03	\$772.93 Taxes for B&H; \$535.10 for Prepress
(Enter as Positive) Discounts	0.00	Reflected on B&H invoices.
<b>Start-Up Total</b>	15,052.85	

**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	
<b>Annual Total</b>	0.00	
<b>Overall Cost:</b>	15,052.85	

## 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). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>Melissa Korber</i>	10/11/2023
Division Dean:		10/11/2023
Vice President:	<i>Nan Ho</i>	10/12/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/12/2023
M&O Director:	<i>John Seybert</i>	10/15/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/16/2023





**INVOICE**

**Sold To:**

Melissa Korber  
 LAS POSITAS COLLEGE  
 3000 Campus Hill Drive  
 Livermore, CA 94551

**Remit To:**

2203 Newcomb Ave  
 San Francisco, Ca 94124  
 T 415.520.7663  
 F 415.621.3105

Billing Note	Invoice Date	Invoice No.
Havik Cacophonv 2023	4/26/23	47030

Customer P.O.	Customer ID	Terms	Ship Date	Order Date	Job Number
M.Korber	KORBER	Upon Receipt		4/24/23	31781

Description	Quantity	Unit Price	Net Amount
Print & Bind Books – Havik Cacophony 11x8.5 Landscape, Soft touch cover 227 pages +Cover	240.00	25.8500	6204.00

**JOB DELIVERED TO:** LAS POSITAS COLLEGE  
 3000 Campus Hill Drive  
 Livermore, CA 94551

<b>Subtotal:</b>	6204.00
<b>Delivery Total:</b>	
<b>Sales Tax Total:</b>	535.10
<b>Invoice Total:</b>	6739.10



# Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

<b>Phone:</b> 800-947-8003 212-239-7503	<b>Fax:</b> 800-858-5517 212-239-7759	<b>Email:</b> Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Prices Are Valid Until: 11/10/23

Quote No.: 902052807

Reference No.: 21002

Sold To: **Susan Affleck**  
**Chabot Las Positas Comm Coll**  
**7600 Dublin Blvd**  
**3 Fl**  
**Attn: Accounts Payable**  
**DUBLIN, CA 94568**

Ship To:  
**Chabot Las Positas Comm. Coll.**  
**3000 Campus Hill Drive**  
**LIVERMORE, CA 94551**

Bill Phone: (925)485-5221 Ext.:A/P  
 Work Phone: (925)485-5289 Ext.:"B" PO  
 Fax Phone: (925)485-5253

(510)723-7270

Date	Customer Code	Terms	Salesperson	Ship Via	
10/11/23	1233144	N/A	ANR	MULTIPLE	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	1	<b>NIKON Z6 II MIRRORLESS CAMERA (BODY ONLY)/REG</b> Country of Origin: THAILAND  <b>Instant Savings 300.00 \$300.00 Instant Savings Exp. 10/29/23</b>  <b>This item currently has a price of \$1696.95 while supplies last.</b> <b>In Stock - while supplies last.</b>	NIZ62 (1659)	1,696.95	1,696.95
2	1	<b>NIKON FTZ II MOUNT ADAPTER/REG</b> Country of Origin: THAILAND  <b>In Stock - while supplies last.</b>  <b>Bundle Discount for purchase with NIZ62</b>	NIFTZ2 (4264)	249.95	249.95
					-100.00
3	1	<b>NIKON 70-200mm f/2.8E AFS ED VR LENS/REG</b> Country of Origin: JAPAN	N17020028E (20063)	2,346.95	2,346.95

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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 902052807

Date	Customer Code	Terms	Salesperson	Ship Via	
10/11/23	1233144	N/A	Sism	MULTIPLE	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
		<b>In Stock - while supplies last.</b>  <i>This price may change at the time of order per vendor restriction</i>			
4	2	<b>NIKON EN-EL15C RCHRGBL LI-ION BATTERY/REG</b> Country of Origin: JAPAN	<b>NIENEL15C</b> (27213)	51.75	103.50
		<b>In Stock - while supplies last.</b>			
5	1	<b>NIKON MH-25A BATTERY CHARGER/REG</b> Country of Origin: CHINA	<b>NIMH25A</b> (27148)	41.21	41.21
		<b>In Stock - while supplies last.</b>			
6	1	<b>WATSON LP-E8 BATTERY PACK f/CANON/REG</b> Country of Origin: CHINA	<b>WALPE8</b> (B-1519)	18.71	18.71
		<b>In Stock - while supplies last.</b>			
7	1	<b>SANDISK 64GB EXTREME PRO UHS-I SD MEMORY CARD/REG</b> Country of Origin: CHINA	<b>SA64GBEPSD</b> (SDSDXXU-064G-ANCIN)	13.92	13.92
		<b>Instant Savings 4.80 \$ 4.80 Instant Savings Exp. 10/29/23</b>			
		<b>This item currently has a price of \$13.99 while supplies last.</b> <b>In Stock - while supplies last.</b>			

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Quote No.: 902052807

Date	Customer Code	Terms	Salesperson	Ship Via	
10/11/23	1233144	N/A	Sism	MULTIPLE	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
8	1	WATSON EN-EL3E BATTERY PACK f/NIKON/REG Country of Origin: CHINA  In Stock - while supplies last.	WAENEL3E (B-3405)	21.97	21.97
9	1	CANON 70-200mm f/2.8L IS EF III USM LENS/REG Country of Origin: JAPAN  In Stock - while supplies last.	CA7020028L3 (3044C002)	2,088.51	2,088.51
10	3	SONY MDR-7506 HDPHN-LRG w/DEEP EARPADS&CASE/REG	SOMDR7506CK 0	144.93	434.79
11	3	CONSISTS OF: SONY MDR-7506 PROF FOLDING HEADPHONE (LRG)/REG Country of Origin: THAILAND  In Stock - while supplies last.	SOMDR7506 (MDR-7506)		
12	3	AURAY UNIVERSAL HEADPHONE CASE/REG Country of Origin: VIETNAM  In Stock - while supplies last.	AUUHC725 (UHC-725)		

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Federal ID#: 15-2768071

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Date	Customer Code	Terms	Salesperson	Ship Via	
10/11/23	1233144	N/A	Sism	MULTIPLE	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
13	3	<b>AURAY EXTRA DEEP EARPADS F/ 7506/SMH - BLACK/REG</b> Country of Origin: CHINA  <b>In Stock - while supplies last.</b>	<b>AUEDMDR7506</b> (EPE-MDR7506)		
14	2	<b>OSAKI OS-1029 LUX-ERGO OFFICE CHAIR/REG</b> Country of Origin: CHINA  <b>Special Order. 3-7 business days</b>	<b>OS1029LEOC</b> (OS-1029)	312.18	624.36
<p>PLEASE NOTE: -----</p> <p>**** Please reference your quote number on all PO's ****</p> <p>**** ALL PRICES ARE LISTED IN USD ****</p> <p>Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</p>					
<b>Payment Type -</b>				<b>- Amount</b>	
NO PAYMENT TYPE SELECTED				<b>Sub-Total:</b>	7,540.82
				<b>Shipping:</b>	Free STND
				<b>Tax:</b>	772.93
				<b>Total:</b>	8,313.75