

Name: \_\_\_\_\_ Library: \_\_\_\_\_

**Equipment Order Form\*\* Orders cannot be processed 11/1-12/31.**

Item (see separate sheet for description)	Price per Unit	Quantity	Total	NYS OGS ††
Public or Staff All in One*	\$900			
Public or Staff Laptop	\$600			
Laptop Dock	\$115			
Deep Freeze Standard	\$50			
Deep Freeze MAC	\$70			
21.5" Widescreen Monitor (16:9)	\$135			
Router – Advanced	\$700			
Router – Basic w/ Wireless	\$90			
16-Port Managed Switch	\$90			
8-Port Managed Switch	\$30			
5-Port Managed Switch	\$25			
2D Barcode Scanner for Sierra	\$120			
Receipt Printer	\$350			
10 Foot Ethernet Cable	\$10			
3 Foot Ethernet Cable	\$5			
Grand Total – Please attach Check				

\* Microsoft Office is not included in price. All software licenses must be supplied by purchasing library.

\* Printers and SAM require specific network configurations and cannot be pre-installed by MHLs.

\*\* Most items can be purchased/delivered within **4 weeks of receipt of payment**, however do allow for up to **8 weeks for delays**. Orders placed in January are highly likely to experience delays.

Software Licenses:

Please include the license key and version of any purchased software to be installed. (i.e. Microsoft Office, Deep Freeze, etc)


† Mid-Hudson reserves the right to change pricing or cancel order.

For office use only

†† MHLs Staff: Indicate OGS Contract number. If purchase off contract follow MHLs Purchasing Policy.  
Complete steps below and return to Business Office.

1. Confirm vendor has a NYS OGS contract for Order: Contract Number \_\_\_\_\_  
a. <http://www.dell.com/learn/us/en/84/slgi/newyork-new?c=us&l=en&s=slg&cs=84>
2. OR if not on NYS OGS contract follow MHLs Purchasing Policy: ( Yes | No )
3. Receive Vendor Quote for Order: \_\_\_\_\_