

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 Workstation*	\$950			
Public or Staff All in One*	\$1300			
Public or Staff Laptop	\$1100			
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 Switch	\$90			
8 Port Switch	\$30			
5 Port Switch	\$20			
Barcode Scanner	\$90			
2D Barcode Scanner w/ Stand	\$190			
Receipt Printer	\$400			
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/slg/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: _____