College Requisition

This Form is for Internal Use Only

Suggested Vendor Name: Ikon Office Solutions Inc
Vendor Address: 100 Highland Corp Pk
Cumberland, RI 02864
Vendor#: 0000003061

Ship To: University of Rhode Island
Chemistry Dept.
51 Lower College, Pastore Hall, Rm 210
Kingston, RI 02881

Business Unit:	URIPS	OPEN
Date	Page	Req ID:
12/02/2010	1	0000000361
Requester	E-mail for Receiving Report	
Gil,Betty	betty@uri.edu	
Requester Dept.	Phone #	Fax #
Purchasing	401/874-2310	401/874-2306

Attachments: Y ← Quote Attached

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date

Blanket Requirements: 7/1/11 - 6/30/14 ← Standard Comment - Blanket Requirements

36 Month Lease/Purchase of a Ricoh MP4001SP Photocopier at $332.34 per month per the attached quote. Maintenance estimated at 5,000 copies per month @ $.0063 per copy. MPA #337 ← Standard Comment - Second Header Comment

1-1	Fiscal Year 2011/2012 - Lease	1.0000	TOT	3,988.0800	3,988.08	06/30/2012
	Lease & Maintenance start 7/1, FY 11/12 = 12 months. Price = total amount for the FY					
2-1	Fiscal Year 2011/2012 - Maintenance	1.0000	TOT	378.0000	378.00	06/30/2012
3-1	Fiscal Year 2012/2013 - Lease	1.0000	TOT	3,988.0800	3,988.08	06/30/2013
4-1	Fiscal Year 2012/2013 - Maintenance	1.0000	TOT	378.0000	378.00	06/30/2013
5-1	Fiscal Year 2013/2014 - Lease	1.0000	TOT	3,989.0800	3,989.08	06/30/2014
	Includes $1.00 buyout ← Line Comment to indicate buyout. Price to include $1.00 buyout in the last FY					
6-1	Fiscal Year 2013/2014 - Maintenance	1.0000	TOT	378.0000	378.00	06/30/2014

Total Requisition Amount: 13,099.24

Period	Line-Sch-Dist	Accounts	Project	Activity	Amount
FY2012	1-1-1	8797-000-0000-0000			3,988.08
FY2012	2-1-1	5363-000-0000-0000			378.00
FY2013	3-1-1	8797-000-0000-0000			3,988.08
FY2013	4-1-1	5363-000-0000-0000			378.00
FY2014	5-1-1	8797-000-0000-0000			3,989.08
FY2014	6-1-1	5363-000-0000-0000			378.00

For purchasing use only

Buyer Approval	Type/Code	PO#	Date	SR#	Date	State PO#	Date