

# FY18 Year-End Spend Requests

Rank	Item Description	Justification	Vendor Name	State Contract Number if applicable	Estimate Cost	
1	Workstation Refresh for instructional support in Big Data (3 workstations)	Big Data processing requires workstations with powerful computing capacity and extraordinary large amount of memory and disk capacities. The extraordinary processing capabilities make it possible to analyze extremely large data sets, which cannot be done using ordinary desktop computer configurations. This request is to purchase 3 workstations this year at \$5218 each.	Hewlett Packard, Inc.	99999-SPD-T20120702-0001	\$16,000.00	CIMS
2	Medcart	Equipment that is up to industry standards (barcode scanning) for training of nursing students	Pocket Nurse	N/A	\$24,554.05	Health
3	BioStampRC Discovery Kit	The objective of many of HFMG courses such as HFMG 3101 Kinesiology, HFMG 3102 Exercise Physiology, and HFMG 3140 Exercise Testing and Prescription is to study human movements, muscles, bones, joints and cardiac functions such as stroke volume, heart rate variability, and ECG. The BioStampRC system provides a real-life simulation of a human muscle such as the cardiac and skeletal muscle. The BioStampRC system features the groundbreaking technology of the BioStamp® Sensor, a body-worn sensor so flexible and soft that it naturally conforms to the contours of the human body. BioStampRC Sensors are discreet, allowing students to move around easily and safely, through exercise and sleep, remaining unaffected by the skin like Sensors capturing a wealth of data. It is non-invasive, safe and does not require any skin alteration as it adheres directly to the skin similar to a tape. The measured data is then automatically transferred into a software where the students learn to analyze. These laboratory courses offer students with a relevant understanding of human movements (EMG) and cardiac functions (ECG), expertise necessary in the field to be able to become employable. Helping the students with these practices will be beneficial to their future understanding of testing, prescription, rehabilitation in the clinical field.	BioStampRC	<a href="https://www.mc10inc.com/our-products/biostamprc">https://www.mc10inc.com/our-products/biostamprc</a>	\$9,015.00	Health
4	Canon EOS 200 Cinema Camera kit & equipment	see attached			\$9,170.00	A&S
5	Henry County Furniture	Our Henry County site serves nearly 300 Dual Enrollment students. This site is anticipated to grow in the next two years based on the opening of a new high school and a greater emphasis being placed on Dual Enrollment from the County. Our current site is shared with Gordan State and is in serious need of some attention. We are seeking to bring our network services to the site as well as new furniture to ensure our services and support of the students and site demonstrate our commitment to the students and County.			\$37,000.00	Enrollment Management
6	AIRTEC Scan-X /IO Centralized Imaging	see Attachment	Benco Dental	N/A	\$10,800.00	Health

# FY18 Year-End Spend Requests

Rank	Item Description	Justification	Vendor Name	State Contract Number if applicable	Estimate Cost	
7	Multiple consumable supplies to support the 4 NMR spectrometers purchased using awarded DoD grant funding	Dept. of C&P was awarded a grant from the DoD to purchase 4 NMR specs (\$312,556). President Hynes wrote a letter of support indicating CSU would provide support for the instruments purchased (see attached).	Thermo Fisher	99999-SPD0000088-0008	\$25,261.00	A&S
8	Desktop Computer: 6	Writing Classrooms; see attached	Dell	99999-SPD-T20120501-0007	\$7,026.00	A&S
9	Desktop Computer	Writer's Studio; see attached	Dell	99999-SPD-T20120501-0007	\$1,710.00	A&S
10	FNP Resource Books	Resources for FNP Program, Library Holding	Springer Publishing, Mosby's, F.A Davis, Elsevier, Sudbury Jones & Bartlet, Saudners, Barmarrae,	N/A	\$8,000.00	Health
11	Laser printer	Writer's Studio; see attached	HP	99999-SPD-T20120702-0003	\$1,700.00	A&S

**\$150,236.05**

# Configuration Summary

April 12,2018  
[Print this page](#)



**Configuration Reference ID :** 28832444  
**Total price :** USD 5,217.98  
**Base price :** USD 1,191.34

	Description	Quantity	Part#
<b>Basic &amp; Localization</b>			
System Localization	ABA - US - English Localization		
OS Localization/Language	ABA - US - English Localization		
Keyboard Localization	ABA - US - English Localization		
Base Unit	HP Z240 SFF Workstation	1.0	L8T14AV
Packaging	HP Single Unit (SFF) Packaging	1.0	M6Q15AV
Energy Star Compliance	ENERGY STAR Qualified Configuration	1.0	M6V42AV
FEMP Compliance	None.		
Chassis	HP Z240 SFF 240W 92 percent efficient Chassis	1.0	M0U73AV
<b>Standard Components</b>			
Operating System	Win 10 Pro 64	1.0	L8S17AV#ABA
Internal OS Load Storage Options	Operating System Load to SATA	1.0	M8Z01AV
Processor	Intel Core i7-6700 3.4GHz (up to 4.0GHz) 8M 4C SFF CPU	1.0	N2G31AV
System Memory	64GB DDR4-2400 nECC (4x16GB) Unbuffered RAM	1.0	1CA68AV
Graphics Card	NVIDIA Quadro P1000 4GB 4XmDP 1st w/2 mDP-DP cables Graphics	1.0	1MD98AV
Graphics Connectors	No Graphics Adapter Cable	1.0	C9F47AV
Internal PCIE Storage 1	HP Z Turbo Drive G2 1TB PCIe 1st SSD	1.0	V1E26AV
Internal PCIE Storage 2	HP Z Turbo Drive G2 1TB PCIe 2nd SSD	1.0	V1E27AV
Internal Storage 1	1TB SATA 1st SSD	1.0	M6U89AV
Internal Storage 2	1TB SATA 2nd SSD	1.0	M6U97AV
Internal Storage 3	None.		
Keyboard	HP USB Business Slim Keyboard	1.0	M6Q10AV#ABA
Mouse	HP USB Optical Mouse	1.0	M6Q14AV
Optical Device 1	9.5mm Slim Blu-ray Writer 1st ODD	1.0	L8S22AV
Media Card Reader	None.		
Label	FDA Class 1 Medical Device Registration	1.0	M6V41AV
LAN 1	Intel Ethernet I210-T1 PCIe NIC	1.0	M6Q45AV
Application Software 1	HP Remote Graphics Software (RGS) for Z	1.0	V8B19AV
Security - Encryption	HP TPM Disabled (SFF)	1.0	C5F27AV
Stands	None.		
China CCC Compliance	None.		
Warranty	HP 3/3/3 SFF Warranty	1.0	L8S33AV#ABA
Add-On Selection	HP Z240 SFF Dust Filter	1.0	W2V42AV
Miscellaneous	None.		
Country Kit	HP Z240 Workstation Country Kit	1.0	L8T15AV#ABA
<b>Displays</b>			
Monitor Localization/Language	ABA - US - English Localization		
Primary Monitor Choice	None.		

<b>Secondary Monitor Choice</b>	None.		
<b>HP Care Pack Services</b>			
<b>HP Care Pack Services - CTO/BTCO only (E)</b>	None.		
<b>HP Priority Services</b>	None.		
<b>HP Deployment Services</b>			
<b>Logistic Services - Basic Delivery</b>	None.		

[Close this window](#)

## Medication Dispensing System – Nursing Simulation Laboratory

Dr. Demmitt,

The School of Nursing needs funding to purchase a Medication Dispensing System to meet accreditation requirements/standards. The current Medication Dispensing System that was purchased approximately 10 years ago is broken and non-repairable. The purchase of this Medication Dispensing System will assist in training nursing students across all disciplines and increase fidelity level in each simulation session during their program progression. One of the objectives of the simulation lab is to replicate real-life hospital environments. The addition of this unit will effectively integrate industry standards and barcoding technology throughout nursing applications and simulation processes.

**BID THRESHOLD CHECKLIST FOR VENDOR QUOTES  $\geq$  \$5,000**

Vendor	Quantity	Price	Brand	Time Frame	Warranty
Pocket Nurse	1	24,554.05	Medication Dispensing System		
Medical Shipment	1	27,998.00	Medication Dispensing System		
Dia Medical USA	1	26,985.00	Medication Dispensing System		

\*Purchases equal to or greater than \$5,000 but less than \$25,000 must have at least three quotes and include the Checklist



# Quote

Quote Number : **1057966-0**

Customer# : 011737

Quote Date : 04/16/2018

Quoted To : A. Korlagamage

Entered By : Kurtis Kabel

Terms : NET 30

Shipping Method : Ground

Ship Acct# :

Send Purchase Order To:

Accnt Mgr: Tina Greiff

Email: cs@pocketnurse.com

## Quote Valid for 90 Days.

Bill to: Clayton State University  
2000 Clayton State Blvd  
Morrow, GA 30260

Phone: (678) 488-4284  
Ship to: Clayton State University  
2000 Clayton State Blvd  
Morrow, GA 30260

Phone: (678) 466-4946  
Attn: Karen Lamarsh

Line	Qty	U/M	Item #	Description	Price	Per	Extension
0001	1	EA	06-93-3425	Demo Dose® Med Dispense® Medication Dispensing System	24,554.05	EA	24554.05
<b>Item Notes</b>							
medDISPENSE Unit is a workstation with a 15" touch screen and 25-drawer base unit. Twenty-three drawers of the unit measure 3.5" wide and each drawer is configurable for a capacity of six different medications. One drawer is 7" wide to accommodate larger medications and bottles.							
Includes:							
Barcode scanner							
15" touch screen							
Demo Dose® sample pack of medications							
Product library							
Bins included							
Demo Dose education software							
0002	1	EA	06-93-3597	Demo Dose® Med-Dispense Sample Pack for 06-93-3425	0.00	EA	0.00
<b>Item Notes</b>							
Free sample back of Demo Dose Medicaitons for use with Medication Dispensing unit.							
<b>SubTotal</b>							<b>24,554.05</b>

Signature: \_\_\_\_\_

Transportation charges on shipments from Pocket Nurse cover dock-to-dock or dock-to-curb deliveries. Please read our complete Shipping Disclaimer in the Terms and Conditions. If additional shipping charges are incurred by Pocket Nurse due to customer requests or refusal of shipment, charges will revert to the customer. Accessorial charges may include, but are not limited to, change of address, residential delivery, inside delivery, stair charges, redelivery, and storage.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>POCKET NURSE ENTERPRISES, INC.</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
<input checked="" type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> Trust/estate
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input type="checkbox"/> Other (see instructions) ▶ _____	
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>610 FRANKFORT RD</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>MONACA PA 15061</b>	
<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
2	5	-	1	7	6	3	0	5	5

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶ *Nancy A. Gurey*

Date ▶ *1/3/2018*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# Quote

## S37658

Medical Shipment LLC  
 70 Lively Boulevard  
 Elk Grove Village, IL 60007  
 Phone: 847.253.3000  
 Fax: 847.506.0524  
 Email: brian@medicalshipment.com

**Bill To:**

*Clayton State University*  
 2000 Clayton State Blvd  
 Attn: Vicky Stewart  
 Morrow, GA 30260

**Ship To:**

*Clayton State University*  
 2000 Clayton State Blvd  
 Attn: Vicky Stewart  
 Morrow, GA 30260

*Customer: Clayton State University*

*Contact: Clayton State University*

Seller	Payment Terms	Requested Ship Date
Samantha	NET 30--	04/19/2018

Item #	Type	Number / Description	Unit Price	Qty Ordered	Total Price
1	Note	QUOTE IS VALID FOR THE NEXT 90 DAYS	\$ 0.00	1ea	\$ 0.00
2	Sale	150122 Pyxis MedStation ES Main 2 Drawer, 1/each Pyxis Products are non-returnable.	\$ 15,999.00	1ea	\$ 15,999.00
3	Sale	150118 Pyxis ES Server Software, 1/each Pyxis Products are non-returnable.	\$ 11,999.00	1ea	\$ 11,999.00
4	Sale	Shipping - Free Free Shipping	\$ 0.00	1ea	\$ 0.00

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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SubTotal: \$ 27,998.00  
 Shipping: \$ 0.00  
 Sales Tax: \$ 0.00  
**TOTAL: \$ 27,998.00**

\*Estimates are valid for 30 days



7013 Orchard Lake Rd., Suite #110  
West Bloomfield, MI 48322

simlabsolutions  
a division of DiaMedical USA



## QUOTE # 48692

<b>Bill To</b>
<b>Clayton State University</b> <b>Attn:</b> <b>2000 Clayton State Blvd</b> <b>Morrow, GA 30260</b>

<b>Ship To</b>	4/19/2018
Clayton State University Att: Avin Korlagamage 2000 Clayton State Blvd. Morrow, GA 30260	

Notes: *We will beat any competitors quote.  
Guaranteed!*

**To Order:** orders@diamedicalusa.com  
Fax: 248-671-1550

Qty	Description	Item Number	Price per Unit	Total
1	SimServeRx Medication Dispensing System 3 Module Cabinet System Includes: - SimServeRx Cabinet - 74" T x 22" W x 20" D - (1) 36 Drawer Module - Drawer Size 8" L x 5" W x 1.5" D - (1) 18 Drawer Module - Drawer Size 8" L x 5" W x 3" D - (1) Secured Door Supply Storage Module w/ 4 Adjustable Shelves - Computing Console w/ HP Computer, Mounting Arm, Touchscreen, Keyboard and Mouse - Bar Code Scanner - SimServeRx Software w/ Full Inventory Control, User Management, Patient Profiling and eMAR Support - SimServeRx Foundation software which includes the management for inventory control, user management, patients, medication orders, reports, and eMAR - CompleteSimLabSolutions Simlated IV Fluids & Wallcur Practi-Med Formulary - Implementation - (1) Day On-Site Setup & Training - 24/7 U.S. Based Live Customer Support - (1) Year of Hardware and Software Maintenance Fee Included  *Maintenance fee covers hardware parts, labor and	DS029903	26,985.00	26,985.00

### IMPORTANT!

Please note on your purchase order:  
If your facility has special delivery acceptance availability.  
If your order must be received by a specific date.  
Onsite contact for freight delivery orders.

Please be aware: Large freight orders may take up to 6 weeks during peak season.

**Total**

**Cost-Effective  
Solutions for Your  
Simulation Lab!**

**WE CAN  
DO THAT!**



7013 Orchard Lake Rd., Suite #110  
West Bloomfield, MI 48322

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<b>Ship To</b>	4/19/2018
Clayton State University Att: Avin Korlagamage 2000 Clayton State Blvd. Morrow, GA 30260	

Notes: *We will beat any competitors quote.  
Guaranteed!*

**To Order:** orders@diamedicalusa.com  
Fax: 248-671-1550

Qty	Description	Item Number	Price per Unit	Total
	support as well as software updates, maintenance and unlimited technical support. One (1) year maintenance fee is included in initial purchase. Maintenance fee will be billed annually after (1) one year through DiaMedical USA at a rate of \$1,695 per unit.  *Includes Free Shipping, Setup, and Onsite Training Per Promo 4/19/18.  *Quote Valid For 60 Days  Contact For Delivery - Avin Korlagamage - (678) 466-4946			

**IMPORTANT!**

Please note on your purchase order:  
If your facility has special delivery acceptance availability.  
If your order must be received by a specific date.  
Onsite contact for freight delivery orders.

Please be aware: Large freight orders may take up to 6 weeks during peak season.

<b>Total</b>	<b>\$26,985.00</b>
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**Cost-Effective  
Solutions for Your  
Simulation Lab!**

**WE CAN  
DO THAT!**

The objective of many of HFMG courses such as HFMG 3101 Kinesiology, HFMG 3102 Exercise Physiology, and HFMG 3140 Exercise Testing and Prescription is to study human movements, muscles, bones, joints and cardiac functions such as stroke volume, heart rate variability, and ECG. The BioStampRC system provides a real-life simulation of a human muscle such as the cardiac and skeletal muscle. The BioStampRC system features the groundbreaking technology of the BioStamp® Sensor, a body-worn sensor so flexible and soft that it naturally conforms to the contours of the human body. BioStampRC Sensors are discreet, allowing students to move around easily and safely, through exercise and sleep, remaining unaffected by the skin like Sensors capturing a wealth of data. It is non-invasive, safe and does not require any skin alteration as it adheres directly to the skin similar to a tape. The measured data is then automatically transferred into a software where the students learn to analyze. These laboratory courses offer students with a relevant understanding of human movements (EMG) and cardiac functions (ECG), expertise necessary in the field to be able to become employable. Helping the students with these practices will be beneficial to their future understanding of testing, prescription, rehabilitation in the clinical field.

## Quote #44e9208

## QUOTE SUMMARY

<b>Quote #</b>	<b>44e9208</b>
<b>Quote Date</b>	4/13/2018, 1:45:53 PM EDT
<b>Subjects</b>	128
<b>Sensors per Subject</b>	3
<b>Procurement Method</b>	Purchase
<b>Order #</b>	N/A

## QUOTE DETAILS

Part	Quantity	Unit Price
BioStampRC Sensor MC-0311	0	\$525.00
BioStampRC Charger MC-0276	0	\$112.50
BioStampRC Skin Adhesive (21 pack) MC-0312	0	\$37.50
Conductive Gel RM-0421	0	\$3.00
Samsung Galaxy Tablet RM-0581	0	\$187.50
BioStampRC Evaluation Kit MC-0001	0	\$1,750.00
BioStampRC Discovery Kit MC-0002	1	\$9,000.00

~~\$12,000.00~~ **\$9,000.00**  
 (+\$15.00 Shipping & Handling)  
 (+State Sales tax if applicable)

	<b>BioStampRC® Evaluation Kit</b>	<b>BioStampRC® Discovery Kit</b>
BioStampRC® Sensor with Accelerometer, Gyroscope and Electric Biopotential Sensing Capabilities	<b>3</b>	<b>15</b>
Pack of Adhesive Stickers (21 count)	<b>1</b>	<b>25</b>
Skin Contact Gel (2 oz. Tube)	<b>1</b>	<b>2</b>
Charger(s)	<b>1</b>	<b>15</b>
Samsung Galaxy Tablet pre-loaded with Investigator App	<b>1</b>	<b>1</b>
<b>Data Access</b>	<b>3 years</b>	<b>3 years</b>

BioStampRC® **Push-up ACSM ...** ▾

**Clayton State University**  
**One-time FY18 Year End Budget Request**

**Description:** Purchase of industry-standard 4k Camera for student learning

The purchase of a Canon EOS 200 Cinema Camera is an essential step in offering industry-standard instruction and equipment to our students. The camera would be used in teaching production, cinematography, and lighting to our Film production majors. The addition of this professional camera will introduce students to their first full-frame sensor workflow, and to the first RAW video workflow in our curriculum. It will prepare them for work on today's film sets in a way that our other cameras cannot as they lack these professional features. We are asking for a single camera for hands-on in-class training, demonstration, and use under the care of a faculty member. This will allow students to add this camera to their résumés and demo reels as a vital part of showing comprehension and experience with industry-standard workflows and equipment. Due to the expense of this camera, our course fees do not cover the expense of this item. Course fees are currently used for maintenance and repair in our curriculum.

**Amount Requested (Estimates):**

Canon EOS 200 Cinema Camera kit	\$8,399
Cfast storage media	330
Extra battery	216
Carrying case	<u>225</u>
TOTAL	<u>\$9,170</u>

**Justification which must include explicitly how this request supports the 2022 Strategic Plan:**

This camera will be used by film production majors in advanced cinematography, lighting, and other production courses. The film production major is the fastest growing major on campus (40% increase in the number of majors compared to last year). This semester, 134 students are pursuing a bachelor's or associate's degree in film production and 44 students are film minors. The program currently has adequate introductory and mid-level cameras for students to learn basic and intermediate techniques with. However, the addition of a cinema camera would provide the level of professional training they need to improve their marketability after graduation.

The first goal of Clayton State University's Strategic plan is to "increase enrollment, retention, and graduation rates." The film production major has attracted a considerable amount of attention in the press, and this relatively new degree has brought quite a few students to Clayton State University. The department fields phone calls regularly and has visitors who come to campus to talk about earning a film production degree at Clayton State. With the phenomenal growth of the film industry in Georgia, this major should continue to attract students to CSU for years to come. The addition of this camera to the school's equipment inventory can be used to help market the programs to students who have not yet joined the program. It will be an added incentive to major in film at CSU.

The addition of this camera is necessary for instruction in order to prepare our students for the job market, especially in the film industry.

Implementing this project would improve the quality of CSU students' education and help attract, retain and graduate students.

Thank you for your consideration of this proposal.

## **Justification for a Digital Radiograph Scanner – Scan X Machine**

The Department of Dental Hygiene needs funding to purchase a scanner for our digital films and the supporting computer hardware.

- The Scan X digital scanner is essential to the delivery of dental hygiene oral care and plays an integral part in the training of radiologic procedures for our dental hygiene students. The CSU Dental Hygiene clinic is equipped with a single scanner which serves the 56 students in the program and approximately 6,000 patients of record with no backup device.
- Our existing scanner is 10 years old, is showing signs of wear, and has started to intermittently malfunction. When the scanner fails to scan the patient's x ray image, all information is lost. This requires a second exposure to radiation for the patient, that would otherwise not be necessary. The inconsistent performance of the current scanner and potential for unnecessary additional radiation poses a health risk for our patients.
- Critical components in any dental operating environment require a backup that allows the office to function in the event of equipment failure. It is why we have additional compressors, vacuum pumps, and x-ray units. The scanner is every bit as crucial to the clinic's operation as any of these devices, so it is imperative to have a second working unit so that the clinic can continue to function when a single unit is out for service. Without a second unit of this critical piece of equipment, we risk shutting down the clinic, unnecessarily losing student learning requirements and revenue.







**Purchase Agreement #** 20180416113208743  
**Date:** 4/16/2018 **Acct No:** 037015 **Delivery Date:**  
**Sales Rep:** JOE DELOZIER **Eq. Specialist:** BRIAN -ES STALLINGS  
**Install Address:** DENTAL HYGIENE DEPT., 2000 CLAYTON STAT  
**City:** MORROW **State:** GA **Zip:** 30260  
**Office Phone:** 678-466-4913 **Home Phone:**  
**Cell Phone:** **Fax:**  
**Email Address:** **Contact:**

**Sold To:** CLAYTON STATE UNIVERSITY-EQUIP .  
**Address:** DENTAL HYGIENE DEPT., 2000 CLAYTON STA  
**City:** MORROW **State:** GA **Zip:** 30260  
**Deliver To:** CLAYTON STATE UNIVERSITY-EQUIP

Qty	Manufacturer	Description	Ext. Retail	Ext. ADS
1		AIR TECHNIQUI ScanX I/O for Centralized .Intraoral Imaging Includes USB Cable; Power Supply & Cord; 4 Each Size 2 Plate Guide; 1 Each Size 0,1,3, Plate Guides; 20 Each Size 2 PSPs; 1 Box Barrier Envelopes (qty 300) For Size 2 PSPs; 1 Plate Transfer Box for transporting PSPs  \$1,000 Rebate when you purchase a scanX I/O and trade in your processor Between 04/01/18 to 09/30/18	\$14,495.00	\$11,369.00

<b>Sub Total</b>	\$14,495.00	\$11,369.00
0.00% Sales Tax		\$0.00
Freight		\$80.00
<b>Total</b>		\$11,449.00
15% Deposit		\$1,717.36
75% On Delivery Date		\$8,586.75
<b>Final Balance Due</b>		\$1,144.90

Name as on Card \_\_\_\_\_ Bank Name \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Bank Contact \_\_\_\_\_  
 Expiration \_\_\_\_\_ Bank Phone \_\_\_\_\_  
 X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_  
 Purchaser's Signature ADS Representative

Equipment Terms of Sale	Please initial after reading: Purchaser _____ ADS _____
<ul style="list-style-type: none"> <li>Equipment sales over \$10,000 must have a signed purchase agreement and an agreed-upon delivery date.</li> <li>15% deposit due along with signed purchase agreement on all equipment purchases over \$10,000.</li> <li>One (1%) cash back rebate on orders paid in full by check 45 days prior to scheduled delivery date.</li> <li>Equipment cancelled is subject to a 20% restocking fee plus all freight charges.</li> <li>Credit cards are not accepted for full payment of Equipment</li> </ul>	<ul style="list-style-type: none"> <li>75% of purchase (paid by check only) is due on or before the "delivery date" shown on the signed purchase agreement.</li> <li>Final 10% Payment by check only, is due within 15 days of Atlanta Dental Supply Invoice Date.</li> <li>Deposit is non-refundable and may be paid by check or credit card on agreement signature date.</li> <li>A Finance Charge of 18% will be applied to any balances not paid 30 days after installation.</li> </ul>



295 Centerpoint Blvd  
Pittston, PA 18640  
<http://www.benco.com>

## Equipment Quote

Ref No:	2257
Purchase Order:	00002257
Printed On:	4/17/2018
Prices Firm Until*:	5/17/2018

\*Prices subject to change with manufacturer price changes

### Customer Information

92243630 - CLAYTON STATE UNIVERSITY  
DEPT OF DENTAL HYG  
2000 CLAYTON STATE BLVD  
MORROW, GA 30260-1250  
678-466-4905

### Installation Address

1 - CLAYTON STATE UNIVER - DENTAL  
STE 103 EDGEWATER HALL  
DENTAL HYG.  
2000 CLAYTON STATE BLVD  
MORROW, GA 30260-1250  
678-466-4905

### Benco Information

Equipment Specialist:	Chico Chaudoin (S) 678-502-6184
Sales Representative:	Damaris Mudura (A) 678-777-7668

Qty	Item #	Mfgr	Item Description	Retail	Net Price	Ext Price
1	4584-354	AIRTEC	SCANX I/O CENTRALIZED IMAGING <i>ScanX I/O for centralized intraoral imaging Includes: -USB cable -power supply and cord -20 size 2 PSPs - 4 each size 2 PSP guides -1 each size 0, 1 and 3 PSP guides -1 box barrier envelopes (qty 300) for size 2 PSPs -1 transfer box for transporting exposed intraoral PSPs</i>	\$14,495.00	\$10,800.00	\$10,800.00

<b>Subtotal :</b>	\$10,800.00
<b>Freight :</b>	\$0.00
<b>Tax :</b>	\$0.00
<b>Total :</b>	\$10,800.00



1775 W Oak Pkwy Suite 500  
Marietta GA 30062-2267 US

Customer Name: CLAYTON STATE UNIVERSITY  
 Customer Number 200055837  
 Address: DENTAL HYGIENE DEPT  
 2000 CLAYTON STATE BLVD  
 MORROW GA 30260-1250 US  
 Phone: (678) 466-4920  
 Fax: (770) 961-3639

Branch: 703  
 Proposed by: Joey Brown  
 Email: JOEY.BROWN@PATTERSONDENTAL.COM  
 Phone: (901) 386-6577  
 Sales Rep: Marshall Baker  
 Email: MARSHALL.BAKER@PATTERSONDENTAL.COM  
 Date Proposed: 04/16/2018  
 Quote Good Thru: 07/09/2018

Product#	Vendor	Vendor#	Description	Unit	Qty	Retail Price	Sell Price	Total
101590254	AIRTEC	G8600-A	SCANX INTRAORAL VIEW	EA	1	\$16,495.00	\$12,688.00	\$12,688.00
200000000	PDTECH		Installation Labor	HR	1		\$0.00	\$0.00
							<b>Subtotal:</b>	\$12,688.00
							<b>Order Subtotal</b>	\$12,688.00
							<b>Shipping and Handling</b>	\$38.00
							<b>State Tax</b>	\$0.00
							<b>Local Tax</b>	\$0.00
							<b>Total Investment:</b>	\$12,726.00
							<b>Less Downpayment:</b>	\$0.00
							<b>Total Investment:</b>	\$12,726.00

The prices in this proposal will remain in effect until the earlier of the expiration date set forth above or a manufacturer price increase. If Customer is applying for credit with Patterson Dental Supply, Inc., a Minnesota corporation ("Patterson"), Customer's order will not be binding on Patterson, even if Patterson has signed below, until Patterson, in its sole discretion, approves Customer's credit. Any sales tax and shipping/handling charges in this order are estimates, Patterson will invoice, and Customer agrees to pay, all applicable shipping/handling charges and taxes and other governmental charges.

Notice Relating to Discounting Practices: The pricing for products provided herein may reflect or be subject to rebates, credits, vouchers, or discounts or other price reductions (collectively, discounts), which customer may be obligated under federal law to report to Medicare, Medicaid or other state, federal or other payers, and to make this information available to these entities for review.

### **Schedules**

GENERAL TERMS AND CONDITIONS

EQUIPMENT

If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact the undersigned within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

Notice: The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is FDIC, 2345 Grand Avenue, Kansas City, MO 64108.

By signing below, Customer contracts for the products and services specified in this Order on the terms contained in the schedules identified below (the "Schedules"). Customer acknowledges receipt of a copy of this Order and the Schedules (together, "this Agreement"). Customer agrees to be bound by the terms of this Agreement, including the WARRANTY LIMITATIONS.

703 Atlanta (D)

Customer Name:

---

Patterson Representative:

Date:

Customer Signature:

Date:

## GENERAL TERMS AND CONDITIONS

1. **Order.**  
Customer hereby authorizes Patterson to procure and deliver the products and services described in the Order. Customer may cancel this Order only with the written consent of Patterson and the payment of reasonable cancellation charges.
2. **Payment.**  
Payment in full is due on or before delivery unless otherwise expressly provided in the Order or in a separate written agreement between Patterson and Customer. In the event Customer accepts partial delivery, Customer shall make a corresponding partial payment. If Customer fails to make any payment when due, Customer will pay a late charge not to exceed the lesser of 1.5% per month of the late payment or the maximum lawful amount. Customer agrees to pay all shipping and handling charges and all taxes and other charges of any kind imposed by any governmental entity in respect of this Agreement. To secure payment of amounts due, Customer grants Patterson a purchase money security interest in all equipment described in the Order.
3. **Business Purpose.**  
Customer represents and warrants that Customer will use all products ordered from Patterson solely in the operation of its business (and not for any personal, household or family purpose), for the purpose intended, and at the permitted location(s).
4. **Force Majeure.**  
Patterson shall not be liable for failure to deliver or delays in delivery or performance due to causes beyond its reasonable control including without limitation delays in manufacture or transportation, acts of Customer or others acting for or on behalf of Customer, strikes or other labor difficulties, governmental controls or actions, acts of God or other casualties. In the event of such failure or delay, the date of delivery or performance shall be extended for a period equal to the time lost by reason of the failure or delay.
5. **No Waiver.**  
Any representation, affirmation of fact, course of dealing, usage of trade, promise or condition in connection with this Agreement not incorporated herein shall not be binding on either party. No waiver, alteration or modification of any of the provisions hereof shall be effective unless in writing and signed by a duly authorized representative of Patterson. Waiver by any party of strict performance of any provision of this Agreement will not be a waiver of or prejudice any party's right to require strict performance of the same provision in the future or of any other provision of this Agreement.
6. **Identity of Customer.**  
If the dentist or other individual who signed the Order (the "signer") operates his or her dental practice or business as a corporation, partnership or other legal entity, "Customer" as used in this Agreement means the legal entity. The signer shall be deemed to have signed the Order on behalf of that legal entity with the intention and authority to bind it.
7. **<D11>DISCLAIMER OF LIABILITY.**  
IN NO EVENT WILL PATTERSON BE LIABLE FOR ANY (A) LOSS OF PROFITS OR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, PUNITIVE OR INCIDENTAL DAMAGES, HOWEVER CAUSED, AND EVEN IF PATTERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES; OR (B) CLAIMS MADE AGAINST PATTERSON MORE THAN TWO YEARS AFTER THE RELATED CAUSE OF ACTION AROSE.
8. **Customer Obligations.**
  - (a) **Data Back-Up.** Customer shall keep up-to-date backup copies of all data for recovery purposes. Patterson shall have no liability for any loss of data arising out of the provision of maintenance and support services to Customer, including losses arising from the installation of upgrades or error corrections provided by Patterson.
  - (b) **Cooperation.** Customer shall provide Patterson all data, information and cooperation Patterson deems necessary for the performance of Patterson's obligations under this Agreement. Patterson shall have no liability for any delay in the performance of Patterson's obligations resulting from Customer's failure to provide data or information or to cooperate.
  - (c) **Data Security & PCI Standards.** Patterson has used commercially reasonable efforts to ensure that any products described in the Order that are subject to Payment Card Industry Data Security Standards (PCI DSS) comply as of the date of this Agreement with PCI DSS. In its use of such products, Customer shall comply with Customer's obligations under PCI DSS and other applicable data protection standards.
  - (d) **Compliance with Law.** Customer shall comply with all laws and contractual obligations, including requirements of insurers, credit card issuers and other third party service providers, applicable to Customer's use of any product described in the Order. Such laws and obligations include, but are not limited to, state and federal statutes, rules and regulations governing record retention, billing error resolution, confidentiality, data privacy and security, and claims and payment processing; state Medicaid rules and regulations restricting access to and use of eligibility information; rules and regulations of the federal Department of Health and Human Services; and PCI DSS.
  - (e) **Use in Accordance with Specifications.** Customer shall use the products described in the Order in accordance with the operator and user guides and other manuals and technical information and specifications, whether in hard copy, electronic or other format, furnished by Patterson to Customer.
  - (f) **Indemnification.** Patterson shall have no liability for Customer's failure to comply with its obligations under this Section 8. Customer shall defend, indemnify and hold harmless Patterson from and against any loss or damage, including attorneys' fees, resulting from Customer's breach or claimed breach of any such obligation.
9. **Miscellaneous.**  
This Agreement shall be governed by the laws of the state of Minnesota. This Agreement and any other written agreement between Patterson and Customer expressly referenced in this Agreement constitute the entire agreement between the parties as to the subject matter of this Agreement and supersede all other communications, oral or written. The invalidity of any term or provision of this Agreement will not affect the validity of any other provision. The section and paragraph headings of this Agreement are for the convenience of the reader only, and are not intended to act as a limitation of the scope or meaning of the sections and paragraphs themselves.

## EQUIPMENT

1. **Risk of Loss; Acceptance; Returns.** Risk of loss to the equipment described in the Order (the "Equipment") passes to Customer upon delivery to Customer. Customer is deemed to accept any Equipment it does not reject by written notice to Patterson and the carrier, if any, within ten (10) days after the Equipment is delivered to Customer. Customer may otherwise return Equipment to Patterson only with Patterson's prior written authorization.

2. **Preparation of Site.** Customer is responsible for all costs of labor, parts and material relating to plumbing, electrical, carpentry, or flooring work, disconnecting or reconnecting old equipment, moving old equipment, voice and data cabling, and all other site preparation costs. Customer is responsible for all costs of parts and material that are not Equipment and are required to install the Equipment. Customer is responsible for removal and disposal of any cardboard boxes, packages or any other materials. Customer assumes responsibility for work performed by persons other than employees of Patterson.

3. **Equipment Compatibility.** Patterson disclaims any responsibility for any computer hardware or other equipment now or later owned by Customer, including but not limited to whether such computer hardware or other equipment is compatible with any other hardware, software or other products purchased from Patterson. Customer is solely responsible for upgrading or replacing any such equipment to ensure its compatibility with any hardware, software or other products purchased from Patterson.

4. **Limited Warranty.**

(a) **Computer Equipment.** Patterson warrants that all Computer Equipment is free of material defects in materials and workmanship for 12 months following the date of purchase, and that related consumable goods such as backup media, print and toner cartridges are free from such defects for thirty (30) days following the date of purchase. "Computer Equipment" means Equipment consisting of central processing units and peripheral computer equipment attached to a central processing unit, and does not include software. This warranty extends only to the original purchaser, is not transferable, and does not apply to any Equipment sold as used. This warranty is void if the Equipment has been damaged by misuse, including accidental damage, by failure to maintain in accordance with Patterson's recommendations, or as the result of service or modification by anyone other than a service center authorized by Patterson, or, in the case of a CAESY Edge Server, if the seal on the CAESY Edge Server is broken. Patterson or a service center authorized by Patterson will use reasonable efforts to repair or replace, at its option and expense, any Computer Equipment that proves during the warranty period to be defective, provided Customer gives Patterson written notice of the defect during the warranty period. CUSTOMER'S EXCLUSIVE REMEDY FOR BREACH OF THE FOREGOING WARRANTY IS REPAIR OR REPLACEMENT, AT PATTERSON'S OPTION.

(b) **Extended Limited Warranty.** Unless Customer declines coverage, Patterson will extend for 24 months the 12-month limited warranty described above for workstations, personal computers, laptop computers, monitors, keyboards and mice, subject to the limitations described in this Section. For the extended warranty, Customer will pay \$20 per month per computer beginning at the end of the initial 12-month period. Extended warranty may not be purchased for fewer than all computers covered by the Order and is not available for Sejin® keyboards. Customer may decline extended warranty coverage at any time, effective from and after Patterson's receipt of Customer's written notice declining coverage. The 12-month limited warranty on the CAESY Edge Server will be extended automatically and without additional charge for up to two years, so long as Customer is enrolled in the support plan for CAESY Enterprise software. The CAESY Edge Server is not covered by the \$20 per month extended warranty described above.

(c) **Dental Equipment.** With respect to Equipment other than Computer Equipment and related consumable goods, for 90 days following installation Patterson will without a labor charge make reasonable efforts to repair Equipment that fails to operate properly, except when the failure is caused by misuse, including accidental damage, by failure to maintain in accordance with Patterson's recommendations, or as the result of service or modification by anyone other than a service center authorized by Patterson.

(d) **THE FOREGOING CONSTITUTE THE SOLE OBLIGATIONS OF PATTERSON WITH RESPECT TO THE EQUIPMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES OR OBLIGATIONS, EXPRESS OR IMPLIED.** Customer, and not Patterson, is responsible for maintaining and upgrading software to protect computers from malicious intrusion such as viruses, spy-ware and ad-ware. Customer is also responsible for the cost of service related to repairing damage caused by and removing such intrusions. For service calls including software installation and troubleshooting or repair of equipment not covered by warranty, Customer is responsible for the cost of all parts and labor and will pay for labor at Patterson's standard rates.

5. **Disclaimer of Warranty.** EXCEPT FOR THE LIMITED WARRANTIES DESCRIBED ABOVE IN SECTION 4 OF THIS EQUIPMENT SCHEDULE, PATTERSON MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, OF ANY KIND, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE EQUIPMENT OR THOSE ARISING FROM A COURSE OF DEALING OR USAGE OF TRADE. NOTHING HEREIN SHALL BE CONSTRUED AS A WAIVER BY CUSTOMER OF ANY WARRANTY THAT MAY BE PROVIDED BY THE THIRD PARTY MANUFACTURER OF ANY EQUIPMENT, BUT CUSTOMER'S SOLE REMEDY FOR ALLEGED DEFECTS IN THE DESIGN OR MANUFACTURE OF THE EQUIPMENT SHALL BE AGAINST SUCH THIRD PARTY MANUFACTURER.

6. **DISCLAIMER OF LIABILITY.** IN NO EVENT WILL PATTERSON BE LIABLE FOR ANY (A) LOSS OF PROFITS OR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, PUNITIVE OR INCIDENTAL DAMAGES, HOWEVER CAUSED, AND EVEN IF PATTERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES; OR (B) CLAIMS MADE AGAINST PATTERSON MORE THAN TWO YEARS AFTER THE RELATED CAUSE OF ACTION AROSE. WITHOUT LIMITATION OF THE FOREGOING, PATTERSON SHALL HAVE NO LIABILITY FOR LOSS OF DATA HOWEVER CAUSED AND PATTERSON SHALL HAVE NO LIABILITY FOR DAMAGE CAUSED BY MALICIOUS SOFTWARE, AND WHETHER OR NOT PREVENTED OR PREVENTABLE BY ANTI-VIRUS OR INTRUSION PROTECTION SOFTWARE ACQUIRED FROM PATTERSON.

7. **Limitation of Liability.** NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, PATTERSON'S CUMULATIVE LIABILITY UNDER THIS AGREEMENT RELATING TO EQUIPMENT, WHETHER UNDER CONTRACT, TORT (INCLUDING NEGLIGENCE), WARRANTY, OR OTHERWISE, SHALL BE LIMITED TO DIRECT DAMAGES NOT

TO EXCEED THE PURCHASE PRICE PAID TO PATTERSON UNDER THIS AGREEMENT FOR SUCH EQUIPMENT.

8. Data Back-up. In all circumstances, Customer and not Patterson is responsible for ensuring that its data is accurately backed up on a daily basis.



### **Justification for Year End Spending Request for the Department of Chemistry and Physics**

The Department of Chemistry and Physics (C&P) is requesting an \$25,261 in year-end funds for supplies and materials required by the various instruments (eg. gas chromatograph, high performance liquid chromatograph, nuclear magnetic resonance [NMR] spectrometers, infrared spectrometer, and ultraviolet and visible spectrophotometers) housed and maintained in this department. These supplies are required for the instruments to function properly and to reduce the amount of maintenance required by external vendors (cost savings).

It should be noted that the Department of C&P submitted a grant proposal and the university was awarded an instrument grant (\$300,500) from the Department of Defense in August of 2017 to purchase a 400 MHz NMR instrument (which satisfies strategic plan strategy on "Increasing External Funds"). Originally, the plan was to purchase an instrument which required an annual \$10,000 maintenance contract and \$3,000 in consumable supplies each year. Dr. Tim Hynes wrote a letter of support indicating the university would provide the funding to support the \$13,000 annual expense (see attached). However, the department of C&P conducted a change order to purchase 3 newer and smaller NMR spectrometers for the same cost (\$300,500). These do not require a \$10,000 maintenance contract and can be maintained by the department faculty and lab manager. The Department of C&P requested some additional funds on an annual basis to maintain all of the instruments (Budget Priority Request, Budget Period 2019) which would be ideal, but if the university is unable to support that request then it will be ideal for the department to purchase the requested materials for the instrument using end of year funds.



August 19, 2016

Dr. Patricia M. Todebush  
Chair, Department of Chemistry and Physics  
College of Arts and Sciences  
Clayton State University  
2000 Clayton State University

Dear Dr. Todebush,

Thank you for your outstanding leadership in the department of Chemistry and Physics and diligence in developing a proposal that has the potential to enhance student experiential learning, if funded. I am pleased to provide this letter of support for your efforts to secure a Nuclear Magnetic Resonance (NMR) spectrometer instrument for our new science building at an approximate cost of \$312,556. Since our new Laker Discovery Science Center has a provision specifically designed to house such an instrument, its addition would nearly complete the facility's equipment programming needs. Moreover, this initiative is in tandem with our institution-wide strategic priorities focused on enhancing science, technology, engineering and mathematics (STEM) research opportunities for historically underrepresented undergraduates and high school students in Clayton county; and will provide cross-discipline engagement in the College of Arts and Sciences—to include chemistry, physics and biology—with possible opportunities for collaborations in the College of Health.

In addition to providing space for the NMR spectrometer, Clayton State University's support will be demonstrated by sustaining maintenance and upkeep of this state-of-the art equipment. This is with the understanding that contractual agreements of approximately \$10,000 for the usage span of the instrument (twenty-years on average), and an additional \$3,000 for coolant supplies will be necessary. We believe the investments we make in this technology will strengthen our position in cutting-edge technology programming, enhance our moves toward securing American Chemical Society accreditation, and yield tremendous benefits in student academic outcomes,



Sincerely,

Thomas J. Hynes, Ph.D.  
President

cc: Nasser Momayezi, College of Arts and Sciences, Dean  
Kevin Demmitt, Provost and Vice President for Academic Affairs

TH/mlc

MEMORANDUM

TO: Nasser Momayezi, Dean of Arts and Sciences   
FROM: Mary R. Lamb, Chair, Department of English   
RE: FY2018 Year-End Spending Requests for Dept. of English's Writing Program  
DATE: April 13, 2018

Please consider our request for funding for the Writing Program. We request the following items for the Writers' Studio:

- one HP LaserJet Enterprise 700 M712n to replace an aging one that is approaching its end of life
- one Dell OptiPlex 7450 AIO desktop to replace an aging, obsolete one

We also request items for our English major and first-year writing program (English 1101 and 1102). In my survey of 25 job postings on Indeed.com using the keyword "English" and "writers," I noted that employers are seeking graduates with desktop publishing (16 hits), Microsoft Office (23 hits), and Adobe Creative Suite (13 hits) proficiency and experience. Having these desktops would enable us to teach Microsoft Office skills to first-year students who often struggle to keep a laptop in working order that meets the specifications to run MS Office, and who must create electronic writing portfolios and have a working knowledge of Microsoft Word, Outlook, and OneDrive to be successful in the class. Desktops would enable us to teach our English majors desktop publishing software skills and help our interns working to publish the *Cygnets* (our literary magazine), the *Vibrant Voice* newsletter, our custom-published textbook *Connections*, and our Facebook and Twitter sites. Thus, we request the following items for our designated writing classrooms (G114, 211, 221):

- six Dell OptiPlex 7450 AIO desktop computers, two per writing room

Thank you for your consideration of our request, and we look forward to working with you to invest in our students' success.

Employee Self Service



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### Shopping Cart [Return Cart](#)

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1 Item(s) for a

Name this cart:

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**HP Inc.** [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?

You can no longer access this item(s) on the supplier's website. What does this mean?

Line(s): 1

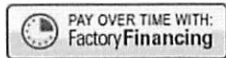
Product Description	Unit Price	Quantit
<b><u>M712n-US,CA,MX,LA (no AR,CL,BR)-EN,ES,FR</u></b>  Part Number CF235A#BGJ Manufacturer HP Contract 99999-SPD-T20120702-0003 <a href="#">more info...</a> PC Hardware, Related Equipment and Services <a href="#">change...</a>	1,698.00 USD	EA
	<a href="#">Update</a>	<a href="#">More Actions</a> ▾

Supplier subtot:

**48 Hours Left**  
Sitewide Savings - 2 Days Left!

**20-75% off**

**FREE Same Day Shipping**  
**Ends Tomorrow**



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0 Item(s)

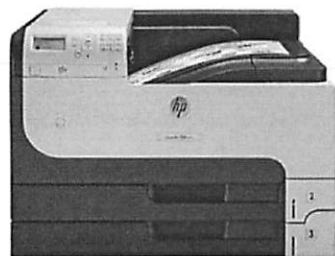
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Extension: **8071**

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## HP LaserJet Enterprise 700 Printer M712n LaserJetPrinter (5-15 Users)

[Review this Product](#)



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Availability: In Stock

Brand New Includes One Year Warranty

Returnable Item: 30 Day Guarantee

Reg. Price: \_\_\_\_\_ \$2,158.99

Discount: \_\_\_\_\_ -\$282.04

Sale Price: **\$1,876.95**

**Ships Free**  
**BRAND NEW**

Qty.  
1

**Add to Cart**

Pay Over Time:  
as low as \$86.61 / month\*



ACCESSORIES

TECHNICAL FEATURES

### Accessories for HP LaserJet Enterprise 700 M712n CF235A#BGJ



Maintenance Kit



Sheet Input Tray Feeder



Black Toner Cartridge

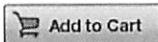
Enter Email

4.6 ★★★★★  
Google  
Customer Reviews



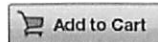
[More Details](#)

**\$358.95**



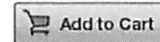
[More Details](#)

**\$355.95**



[More Details](#)

**\$225.99**



## Technical Features for Hewlett Packard HP LaserJet Enterprise 700 Printer M712n

Product # CF235A#BGJ

Enable high-volume, black-and-white printing on paper sizes up to A3-and capacity up to 4600 sheets. Control costs with energy-saving features and two-sided printing. Protect sensitive business data and centrally manage printing policies. Offices that need fast printing in a wide range of media sizes-up to A3-from an energy-efficient, black-and-white workgroup printer.

### CF235A#BGJ Features:

- **Function : Print**
- Duty Cycle: 100000 Pages
- 1 Ink Cartridge (Black)
- Print Resolution:
  - Black: 1200 x 1200 dpi
- **Laser Print Technology**
- 4-line LCD Screen
- 2" Screen
- 512 MB - 1 GB RAM
- Manual Duplex Printing
- Printing Speed:
  - Black Print Speed : Up to 40 ppm
- **Ports:**
  - USB 2.0
  - RJ-45
  - Gigabit Ethernet Connection
  - 4x USB 2.0

- **Compliant Standards:**
  - Energy Star
- **Print Languages:**
  - HP PCL 5E
  - HP PCL 6 & PDF 1.4
  - HP Postscript Level 3
- **Paper Handling Standard:**
  - 500-Sheet Input Tray
  - 100-Sheet Multipurpose Input Tray
  - 250-Sheet Output Tray
- **Mobile Printing Capability:**
  - HP ePrint, Apple AirPrint™
  - Mopria-Certified
- **Media Types**
  - Print All Types of Multimedia Papers
- **Model No.CF235A#BGJ**

**Includes:**

- HP LaserJet Enterprise 700 M712n Printer (Includes built-in HP Jetdirect Gigabit Ethernet embedded print server)
- HP Black LaserJet Toner Cartridge (~10,000 pages)
- Getting Started Guide
- CD Containing Drivers & Electronic Documentation
- Power Cord



**Compatible With Following Operating Systems:**

Windows XP SP2+ All Editions 32 & 64-bit	Windows 8 All Editions 32 & 64-bit	Mac OS X
Windows Vista All Editions 32-bit & 64-bit	Windows 10 All Editions 32 & 64-bit	Linux
Windows 7 All Editions 32 & 64-bit	Windows Server 2003 & 2008 32 & 64-bit	UNIX

The HP LaserJet Enterprise 700 M712n CF235A#BGJ has many exciting features for users of all types. You can extend the lifetime of your HP LaserJet Enterprise 700 M712n CF235A#BGJ with the purchase of a FactoryOutletStore Extended Warranty. See the HP LaserJet Enterprise 700 M712n CF235A#BGJ gallery images above for more product views. FactoryOutletStore stocks a full line of accessories like Black Toner Cartridge, Maintenance Kit, and Sheet Input Tray Feeder for the HP LaserJet Enterprise 700 M712n CF235A#BGJ. The HP LaserJet Enterprise 700 M712n CF235A#BGJ is sold as a Brand New Unopened Item.

### HP LaserJet Enterprise 700 Printer M712n

 **Ships Free**  
**BRAND NEW**

Availability:  IN  **Add to Cart**  
Returnable Item: 30 Day Guarantee 

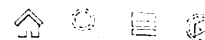


Power Cord



Software CD

Employee Self Service



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### Shopping Cart

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1 Item(s) for a total of **1,170.98 USD**

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Have you made changes? [Update](#)



Help

[Empty Cart](#)

[Create New Cart](#)

Perform an action on (0 items selected)...

[Select All](#)



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The item(s) in this group was retrieved from the supplier's website. What does this mean?

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Line(s): 1

**Product Description**

**OptiPlex 7450 AIO:OptiPlex 7450 AIO XCTO**



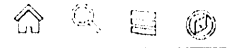
Part Number 210-AKMX  
 Manufacturer Info 210-AKMX - (Dell)  
 Contract 99999-SPD-T20120501-0007 [more info...](#)  
 Networking Equipment change...

Unit Price	Quantity	Total
1,170.98 USD	1	1,170.98 USD
EA		
<a href="#">Update</a>		
<a href="#">More Actions</a>		
<b>Supplier subtotal</b>		<b>1,170.98 USD</b>

[view cart history](#)



Employee Self Service



Shop My Carts and Orders Open My Active Shopping Cart Cart - Draft Requisition

### Shopping Cart [Return Cart](#)

[Continue Shopping](#)

1 Item(s) for a total of **7,025.88 USD**

Name this cart:

[Proceed to Checkout](#) or [Assign Cart](#)

Have you made changes? [Update](#)

[Help](#) [Empty Cart](#) [Create New Cart](#) Perform an action on (0 items selected)... [Select All](#)



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Line(s): 1

Product Description	Unit Price	Quantity	Total
<b>OptiPlex 7450 AIO:OptiPlex 7450 AIO XCTO</b> 	1,170.98 USD	6	7,025.88 USD
Part Number: 210-AKMX Manufacturer Info: 210-AKMX - (Dell) Contract: 99999-SPD-T20120501-0007 <a href="#">more info...</a> Networking Equipment change...	EA		
	<a href="#">Update</a>		
	<a href="#">More Actions</a>		
		<b>Supplier subtotal</b>	<b>7,025.88 USD</b>

[view cart history](#)



Sleek. Versatile. Manageable. Premier business all-in-one desktops.

OptiPlex 7450 All-in-One



**Incomparable performance**

Equipped with Intel® 7th generation processors with optional Intel® vPro™ technology for ultimate performance on all of your projects.



**Elegant and efficient**

Stunning 23.8" Full HD display with optional 4k Ultra HD display and optional ten point multi-touch. Reduce scrolling and drag and drop your way to success.



**Design your workspace**

Multiple ergonomic stand options providing height adjustment, tilt and swivel or articulation. Work the way that works best for you.



**Deploy and manage made easy**

One single plug, internal Wi-Fi, webcam and speakers in a tool-less design with removable cover. Your system will remain viable and wire clutter free for years.

Features & Technical Specifications

Feature	OptiPlex 7450 All-in-One Technical Specifications <sup>1</sup>
Processor <sup>1</sup>	Intel® 7th Generation Core™ i3 Dual Core, Core™ i5-i7 Quad Core (up to 65W); supports Windows 10/ Linux Intel® 6th Generation Core™ i3 Dual Core, Core™ i5-i7 Quad Core (up to 65W); supports Windows 7/ 8.1/ 10/ Linux
Chipset	Intel® Q270 Chipset
Operating System <sup>1</sup>	Microsoft® Windows 7 Pro (32/ 64-bit) with Windows 10 Pro license (requires Intel® 6th generation processors) Microsoft® Windows 7 Embedded (OEM only) Microsoft® Windows 10 Home (64-bit) Microsoft® Windows 10 Pro (64-bit) Microsoft® Windows 10 Embedded (OEM only) Ubuntu® 16.04 (64-bit) NeoKylin® 6.0 (China only)
Panel	23.8" IPS Wide Viewing Angle WLED, Full HD 1920x 1080 resolution and Ultra HD (4K) 3840 x 2160 resolution with anti-glare coating; optional projected capacitive touch screen on FHD and UHD panels
Video <sup>2</sup>	Integrated Intel® HD Graphics 610/ 630 (Intel® 7th generation CPUs) Integrated Intel® HD Graphics 510/ 530 (Intel® 6th generation CPUs) Optional discrete graphics: 2GB AMD Radeon™ R7 M465X
Memory <sup>2,3</sup>	Two SODIMM slots; Non-ECC dual-channel 2400MHz DDR4 SDRAM (2133MHz performance on Intel 6th generation processors). Maximum memory is 32GB
Networking <sup>4</sup>	Integrated Intel® I219-LM Ethernet LAN 10/100/1000 Optional wireless Intel® 8265 802.11ac + Bluetooth 4.2 card
I/O Ports	Eight external USB ports: USB 3.1 Gen 1 x 2 (side, one with Type-C for data only and one with PowerShare) / USB 3.1 Gen 1 x 4 (rear) / USB 2.0 x 2 (rear) HDMI 1.4 Out (rear), HDMI 1.4 In (rear, Full HD resolution only), DisplayPort 1.2 Out (rear), Universal Audio Jack (side), Audio Line-Out (rear), RJ-45 (rear)
Number of Bays	Two internal 2.5 inch
Expansion Slots	Two M.2 connectors (one for Wi-Fi card, one for Solid State Drive)
Removable Media	DVD+/-RW and DVD/ROM Optical Disc Drives (optional) SD 4.0 Media Card Reader (standard)
Storage Options <sup>5,6</sup>	Optional Hard Disk Drives, Solid State Hybrid Drives, Solid State Drives (SATA/ PCIe), Opal and FIPS SED Drives (HDD/ SSD) Dual storage and RAID support
Camera	2.0MP 1080P FHD Webcam with privacy cover
Power Supply Unit (PSU) <sup>7</sup>	80 PLUS internal Power Supply Unit; optional 155W EPA Bronze or 200W EPA Platinum

Measurement	Full HD Non-Touch	Full HD Touch	Ultra HD Non-Touch	Ultra HD Touch
Dimensions (w/o stand)	15.5 x 22.7 x 2.5	15.5 x 22.7 x 2.5	15.5 x 22.7 x 2.5	15.5 x 22.7 x 2.5
(H x W x D) (in/cm)	39.3 x 57.5 x 6.4	39.3 x 57.5 x 6.3	39.3 x 57.5 x 6.4	39.3 x 57.5 x 6.3
Minimum System Weight (lbs/kg)	15.6 / 7.1	17.0 / 7.8	15.6 / 7.1	17.01 / 7.73

Panel Type

Stylus: Targus Stylus for Capacitive Touch Devices  
Monitors: Qualified with select Dell UltraSharp, Professional and E series monitors  
Keyboards: Dell wired keyboard, Dell wireless keyboard, Dell Smart Card keyboard  
Mouse: Dell wired mouse, Dell wireless mouse, Dell Laser mouse  
Audio: Optional external speakers, Dell Pro Stereo Headset UC350  
Locks: Noble Custom All-in-One Plate Lock, Dell Combination Lock LC300, Dell Premium Lock LP500, Kensington Twin Head Lock

*wireless wireless*

Peripherals Options<sup>1</sup>

# Features & Technical Specifications

(continued)

Measurement	Basic Stand	Height Adjustable Stand	Articulating Stand
Stand Type (Panel also supports VESA)			
Weight (lbs/kg)	5.0 / 2.3	6.3 / 2.8	6.6 / 3.0
Width x Depth (in/cm)	8.9 x 8.5 / 22.5 x 21.6	10.1 x 8.9 / 25.7 x 22.5	9.8 x 9.8 / 25.0 x 25.0
Security	Trusted Platform Module <sup>2</sup> (TPM) 2.0 (TPM 1.2 firmware downgradable), Dell Data Protection  Encryption (optional), Dell Data Protection  Endpoint Security Suite Enterprise (optional), Dell Data Protection  Secure Lifecycle (optional), Local HDD data wipe via BIOS ("Secure Erase"), Self-Encrypting Drives (Opal, FIPS) (optional), chassis lock slot support, port cover (standard), chassis intrusion switch (optional), D-Pedigree (Secure Supply Chain functionality), Setup/BIOS password, Dell Smart Card keyboard (optional), Intel <sup>®</sup> Trusted Execution Technology, Intel <sup>®</sup> Identity Protection Technology, Dell Secure Works, Firmware support for optional Absolute™ Data & Device Security <sup>7</sup> (formerly Computrace), Intel <sup>®</sup> Software Guard Extensions		
Systems Management	Dell Client Command Suite for In-Band systems management Intel <sup>®</sup> Standard Manageability or Intel <sup>®</sup> vPro™ for Out-of-Band systems management		
Environmental & Regulatory Standards	ENERGY STAR 6.1 qualified, EPEAT Registered <sup>9</sup> , TCO Certified, CEL, WEEE, Japan Energy Law, China RoHS <sup>12</sup> Other Environmental Options: Carbon Offset, Asset Resale and Recovery Service		
Warranty and Service	Limited Hardware Warranty <sup>4</sup> , Standard Next Business Day On Site Service after Remote Diagnosis <sup>10</sup> (term varies by region); <b>Optional 3-year Dell ProSupport™ and ProSupport Plus™</b> ; 4 year and 5 year service and support options <sup>11</sup>		
Configuration Services	Factory Image load, BIOS Customization, Hardware Customization, Asset Tagging and Reporting		



## Essential Accessories

### OptiPlex 7450 All-in-One



OptiPlex All-in-One  
Height Adjustable Stand



OptiPlex All-in-One  
Articulating Stand



Dell Wireless  
Keyboard and  
Mouse KM636



Dell Pro Stereo  
Headset UC350

Sleek. Versatile. Manageable. Premier  
business all-in-one desktops.

### OptiPlex 7450 All-in-One

#### Discover professional class desktops at [www.dell.com/OptiPlex](http://www.dell.com/OptiPlex)

- Offering may vary by region. Some items may be available after product introduction. For complete details, refer to the Technical Guidebook published on [www.dell.com](http://www.dell.com).
- System Memory and Graphics: Significant system memory may be used to support graphics, depending on system memory size and other factors.
- 4GB or Greater System Memory Capability: A 64-bit operating system is required to support 4GB or more of system memory.
- Particular versions of Microsoft Windows may not support the full Bluetooth 4.2 functionality.
- Storage Option: GB means 1 billion bytes and TB equals 1 trillion bytes, actual capacity varies with preloaded material and operating environment and will be less.
- TPM is available in selected regions.
- Absolute™ Data & Device Security: An Absolute™ offer. Some conditions apply. Terms and Conditions at [www.absolute.com/legal](http://www.absolute.com/legal)
- Please refer to [www.epeat.net](http://www.epeat.net) for specific country registration rating and participation.
- Limited Hardware Warranty: For copy of Ltd Hardware Warranty, write Dell USA LP, Attn: Warranties, One Dell Way, Round Rock, TX 78682 or see [www.dell.com/warranty](http://www.dell.com/warranty).
- Onsite Service after Remote Diagnosis: Remote Diagnosis is determination by online/phone technician of cause of issue; may involve customer access to inside of system and multiple or extended sessions. If issue is covered by Limited Hardware Warranty ([www.dell.com/warranty](http://www.dell.com/warranty)) and not resolved remotely, technician and/or part will be dispatched, usually within 1 business day following completion of Remote Diagnosis. Availability varies. Other conditions apply.
- Dell Services: Availability and terms of Dell Services vary by region. For more information, visit [www.dell.com/servicesdescriptions](http://www.dell.com/servicesdescriptions)
- For complete listing of declarations and certifications, refer to the Dell Regulatory and Environmental Datasheet found in the Manuals section of Product Support information.
- [www.dell.com/support/home/us/en/19](http://www.dell.com/support/home/us/en/19)

Revised February 2017

