

UCLA SEMEL IT Quote Proposal

Request Date: _____

Requested By: _____

Item/Description	Item Cost	Qty.	Item Cost x Quantity	Sales Tax	Total
HP LaserJet Enterprise M554dn Color Printer	661.48	1	661.48	62.84	724.32
Total Estimated Costs					724.32

****Adapters/cables required for installation are not included in cost but will be charged additionally**

Please complete the following questions:

User Name?	_____
Location device will be installed? Building, room#	_____
Add 3-Year Semel IT Printer Warranty? (Add \$220)	_____

Funding Information and Approvals

FAU	% or \$	Fund Manager Name	FM Initials	Date Initialed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Justification for Purchasing Computer Equipment under FAU(s) above

Center Administrator/PI Signature

Note: After validating the above funding information, SEMEL Computer Procurement Coordinator will complete the order process and arrange IT to configure and deliver the computer equipment to the client. Price may change from the time the quote is issued to the time the order is placed on certain items.