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### Lucas County Information Services Checklist for Hardware/Software/Services

Department: WRRF

Requestor: Karen Schnitkey

Funding Account & Description: 5030-0550-512110 ✓

Req. Date: 11/23/15

Vendor: SHI

- Type of Request (check all that apply):
- Hdw     SW     Services/New
  - Purchase     Lease     Subscription
  - Services/Support Renewal Original Purchase Date

State Term Contract ID

Description or Nature of Request and for whom this is intended: Adobe Acrobat Pro DC 2015

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Adobe Acrobat			2	\$ 294.00		\$ 588.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 588.00

**Business Reason or Justification:**

Adobe Acrobat Pro DC 2015 for Jason Collins and Lon Shank at Water Resource Recovery Facility. Purchased by LCIS.

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Planned Location:

If Other please specify:

Network Connection Required?

Yes  No  N/A

LCIS installation assistance needed?

Yes  No Date:

LCIS on-going support required?

Yes  No  N/A

ITB or RFP completed?

Yes  No  N/A

LCIS Management review completed?

Yes  No  Exclusion

DP Board Approved?

Yes  No  Exclusion

Date of Approval:

Comments:

Purchased under the LCIS Adobe CLP Agreement #4600001318  
Reviewed and approved by Karen Schnitkey  
*Karen Schnitkey 11/23/15*