



Submit by Email

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

Department:

Funding Account & Description:  ✓

Vendor:

State Term Contract ID

Requestor:

Req. Date:

Type of Request (check all that apply):

Hdw     SW     Services/New

Purchase     Lease     Subscription

Services/Support Renewal Original Purchase Date

Description or Nature of Request and for whom this is intended:

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Adobe Acrobat			1	\$ 294.00		\$ 294.00
			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 \$ 294.00

Business Reason or Justification:

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