PCBN3 FORM

TO: MICROCOMPUTER STATE PURCHASING OFFICER
RE: ADDITIONS TO THE BRAND NAME MICROCOMPUTER CONTRACT INDICATED

REQUESTING AGENCY INFORMATION

Signing of this form by an agency representative will indicate the agency's intent to purchase the items listed below should they be added to the referenced contract. The requesting agency is to indicate in the quantity column their estimated annual usage for each item.

AGENCY NAME AND ADDRESS:

_____

_____

_____

AGENCY SIGNATURE/DATE:

_____

TITLE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

PRIME VENDOR INFORMATION:

CONTRACT NUMBER: _____

NAME AND ADDRESS:

_____

_____

_____

VENDOR NUMBER: _____

VENDOR SIGNATURE/DATE:

_____

PHONE NUMBER: _____

FAX NUMBER: _____

DESCRIPTION	QTY	LIST PRICE	STATE PRICE	(OFFICE USE ONLY) PROPOSED LINE #
PART #_____ GROUP #_____ DESCRIPTION:				

NOTE: The vendor is to provide a part number, complete description and pricing in the space provided above and attach the MANUFACTURER'S PUBLISHED RETAIL PRICE LIST OR VENDOR'S NOTARIZED RETAIL PRICE LIST as explained in the procedures for the establishment and continuance of a brand name microcomputer contract. Descriptive literature may be required for review.

Any microcomputer and/or peripheral devices such as printers, scanners, and other items of significant cost must be legally labeled as the brand name specified in the contract. In certain cases, this would require that there be a legal agreement between the original equipment manufacturer and the private label distributor, allowing the private label distributor to label and market the product as the brand specified. Please signify below that an agreement is on file with the Office of State Purchasing for the product described above.

____ **YES, AN AGREEMENT IS ON FILE WITH THE OFFICE OF STATE PURCHASING**

____ **THE AGREEMENT IS ATTACHED** ____ **NOT APPLICABLE**

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