

PCBN3 FORM

TO: MICROCOMPUTER OFFICER-PURCHASING
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: _____

VENDOR NUMBER: _____

NAME AND ADDRESS:

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 Procurement for the product described above.

___ **YES, AN AGREEMENT IS ON FILE WITH THE OFFICE OF STATE PROCUREMENT**

___ **THE AGREEMENT IS ATTACHED**

___ **NOT APPLICABLE**

OFFICER-PURCHASING:

APPROVE _____ DATE _____
DISAPPROVE _____ DATE _____

MANAGER-PURCHASING:

APPROVE _____ DATE _____
DISAPPROVE _____ DATE _____

COMMENTS: _____