Student Technology Fee
Funding Request Form
Special Initiative Fiscal Year 2007-08
Northwestern State University of Louisiana

√ FF

This document will not be accepted without complete information, detailed budget, specifications of each piece of equipment requested and pricing.

Prepared by: Donald F. Barker &Catherine Faucheaux For: Student Support Services

College: University College Campus: Natchitoches Department: Student Support Services

Where will requested equipment be located/installed/housed: Bldg. Kyser Hall Room 243

Total amount requested $22,964.26 Any matched funds: Yes (No) Department —

Are property policies and procedures in place by the department for equipment requested. Yes

Delivery to the Student Technology office located in Watson Library, Room 113. Date _____

1. Describe target audience.

Three hundred Northwestern undergraduates who are:
*first generation (defined as neither parent completed a Bachelor's degree);
*low income
* disabled

2. Describe project/initiative for which you are requesting funds.

A designated computer lab for Student Support Services students. This will provide the necessary access to technology and promote student success. The Student Support Services (SSS) project provides a variety of academic and student services to 300 students. The SSS Staff provide instruction as well as other services to promote academic success. This computer lab will be used to enhance instruction, workshops, presentations and programming.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

Impact - 1. 70% of the 300 SSS students will utilize this computer lab 3 or more times each semester.
Impact - 2. 60 first year students will receive instruction on Microsoft Word, email, power point, Blackboard and internet research.
Effectiveness - 3. Retention - 65% of all SSS students will continue in college or graduate each year.
Effectiveness - 4. Graduation - 40% of all entering freshmen will graduate within 6years.

4. Indicate how each project objective will be evaluated.

Objective 1 & 2 will be collected and reported from the electronic sign-in reports by the SSS staff.
Objective 3 & 4 will be reported by the NSU office of Institutional Research.
The SSS staff will review data to determine if objectives have been met and if modifications are needed.

5. Provide a justification for funding of the project. Estimate the number of students that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

1. 60-80 First Year students will receive technology training in this lab.
2. All SSS students will have access to this computer lab and will be offered:
   * assistance with advising and registration
   * access to Blackboard
   * ability to complete Internet research
   * access to Microsoft office/word
   * printing capabilities
   * scanning capabilities
   * ADA accessibility for our disabled students

Unique Needs: The Digital Divide experienced by our students. First generation, low income students come from homes and school districts with limited access to (and training in) technology. By housing a computer lab in SSS students will be able to seek out on-going instruction and assistance easily from the professional staff and SSS tutors which are in the immediate area.

6. If funded, which NSTEP (http://www.nsula.edu/nstep/NSTEP.pdf) objective(s) will this funding of this project advance. How will funding of the project advance the University and College / unit technology plan?

According to the NSTEP this funding will meet the following objectives: 1, 3 & 5.
Objective 1 - To improve access to technology by students, faculty and staff at NSU.
Objective 3 - To upgrade student technology laboratories with modern technology.
Objective 5 - To upgrade and maintain the campus communication network and infrastructure.

This funding will advance the University technology plan by providing students with more updated technology and equipment in order to promote student success. It will contribute to a welcoming learning environment in which improved learning can take place.

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

Donald F. Barker, Director; Catherine C. Faucheaux, Assistant Director, Counselor/Advisor/Instructor; Jamie Flanagan, Advisor/Instructor; and Frances Welch, Advisor/Instructor. Each of them have a Master's degree and serve as instructors of the ACSK 1010, ACSK 1020, OR 1030 and IDS 2000 courses. All have received training on Microsoft applications as well as Blackboard in order to provide assistance for the students.

8. Describe any personnel (technical or otherwise) required to support the project/initiative.

One technician to set up the lab and provide occassional support. SSS Tutors and Tutor coordinator, deskworkers and SSS Staff will oversee day to day operations.

9. Provide a schedule for implementation and evaluation.

September - identify and order equipment.
October - receive and set up equipment
December - evaluate fall usage of the computer lab.
All SSS students will have immediate access to the new equipment. This lab is available Monday-Friday, 7:30AM - 5PM with extended, supervised hours upon request. Evaluation of the data for the 4 objectives will be collected and evaluated at the end of each semester.

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

The estimated life expectancy is 5 years. Upgrades will be necessary as technology advances and the expectations of the changes in the student population.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through Student Tech Fee.

All NSU students using the lab must be SSS students. All must sign in/out at the lab's front desk. A desk worker observes student behavior and reports problems to the professional staff, per the established policies and procedures. Staff regularly monitors the computer lab when there is no desk worker, the lab is locked.

12. Attach a detailed budget, including: specs., description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment. **All of the information requested must be attached or the request will not be accepted.**

Please see attached budget and quotes.

13. List two individuals and their letters of support for the project. The letters needs to be from unit's Dean, the appropriate Vice President or the SGA President.

1. Dean Sue Weaver
2. Provost Thomas Hanson

NORTHWESTERN
State University
A Member of the University of Louisiana System

University College
NSU Box 5234
Natchitoches, LA 71497

Telephone (318) 357-5000
FAX (318) 357-6475

August 9, 2007

To: Jennifer Long-Martin

From: Sue W. Weaver Sue W. Weaver

Subject: Student Technology Fee Committee

I am writing in support of the proposal submitted by the Student Support Services unit for a technology grant. This unit is part of the University College programs for retention of our student population.

The unit serves the most disadvantaged group of students at Northwestern. It has an excellent six-year college completion rate. Half the project students have used the existing Computer Lab and many are repeat visitors for the technology services provided.

The funding provided by this grant will be used to upgrade the study laboratory and existing technologies. Students learn the fundamentals of computer use to enhance their academic experience, including word processing, Internet research, and Power Point presentations. The laboratory is open over 45 hours per week and is manned by instructors and student workers.

The proposal development team for this endeavor has done an excellent job in upgrading the laboratory and in preparing the students for their future in a technologically oriented world. Thank you for your consideration of this request.

If I can provide additional information, please do not hesitate to call me.

Provost & Vice President for Academic Affairs

Telephone (318) 357-5361
FAX (318) 357-4517
E-mail vpaa@nsula.edu
www.nsula.edu/provost/

Northwestern State University
Natchitoches, Louisiana 71497

A Member of the University
of Louisiana System

8/6/07

TO: Ms. Jennifer Long-Martin
Support Specialist, Student Technology

FROM: Dr. Thomas Hanson, Provost &
Vice President of Academic Affairs

RE: Letter of Support for Student Support Services

I am endorsing the grant application for Student Support Services (SSS) to receive a Student Technology Fee equipment grant to replace aging computers, screens, keyboards and printers.

Student Support Services provides over 300 low income, first generation, and/or disabled students with intensive and intrusive academic and student services. During the 2006-2007 academic year, the current SSS Computer Lab served over half of the SSS students with over 1000 uses recorded. The lab provides students who cannot afford a computer of their own with over 40 hours per week (7:30 a.m. to 5:00 p.m.) of use. SSS instructors teach over 70 first year students the basics of word processing, slide presentations, and Internet research as part of assisting students from disadvantaged backgrounds to learn fundamentals of academic use. To serve better students with disabilities, a computer with a special monitor and software will be included in the application.

Finally, this technology grant will provide a component of the continued financial commitment of the University to the Student Support Services project. As the new grant application process begins in 2009, the SSS proposal will need this funding to demonstrate the University's financial support of the Student Support Services program.

Item Number	Quantity	Description	Price each	Total
HP LaserJet 4350tn printer	2	Printer	$1,772.00	$3,544.00 ✓
Toner supplies for printer				$3,754.00 ✓ 4410
CanoScan LIDE70	1	Color Image Scanner	$80.10	$80.10 ✓
OptiPlex 746 Small Form Factor	2	Computer with Sound Bar	$1,367.95	$2,735.90 ✓
OptiPlex 745 Small Form Factor	8	Computer	$1,343.30	$10,746.40 ✓
OptiPlex 745 Small Form Factor	1	Computer with large monitor	$1,521.80	$1,521.80 ✓
Office Professional Plus 2007 All LNG MVL	11	Software	$52.91	$582.06 ✓
				$22,964.26

Northwestern State University

Natchitoches, LA 71497

Purchase Order No.

REQUEST FOR PURCHASE ORDER

Vendor

Name Software House International
Address 7465 Elliot Road
City Baton Rouge St LA ZIP 70817
Phone 225-755-6947

Ship To

Name
Address
City St ZIP
Phone

QTY	LINE	DESCRIPTION	EACH	TOTAL
11		Office Professional Plus 2007 All Lng MVL Part Number 79P-01195 Product Type: Standard	$52.01	$582.06

ACADEMIC MASTER ENROLLMENT # 5194538
LAICU ENROLLMENT# 9546959

Payment Details

- (●) Check
- ( ) Cash
- ( ) Account No
- ( ) Credit Card

Name
CC #
Exp Date

SubTotal	$582.06
Shipping & Handling	
Taxes State	
TOTAL	$582.06

Shipping Date

Approval

Date
Order No
Sales Rep Laurie Conrad
Ship Via

Notes/Remarks

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Close

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Description

CanoScan LiDE70 Color Image Scanner — Qty 1
Unit Price $80.10

Manufacturer Part# 1502B002
Dell Part# A0709134

TOTAL:$80.10

OptiPlex 745 Small Form Factor (Vista)

Date & Time: August 02,2007 1:07 PM CST

SYSTEM COMPONENTS

OptiPlex 745 Small Form Factor (Vista) — Qty 2
Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M 1066MHz FSB), Genuine Windows Vista® Business, no media, 32 Edition, English — Unit Price $1,367.95

Catalog Number: 25 E1778_VISTA

Module	Description	Show Details
OptiPlex 745 Small Form Factor	Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB)	
Operating System(s)	Genuine Windows Vista® Business, no media, 32 Edition, English	
Memory	2.0GB DDR2 Non-ECC SDRAM, 667MHz, (2DIMM)	
Keyboard	Dell USB Keyboard, No Hot Keys, English, Black	
Monitors	Dell 17 Inch UltraSharp™ 1708FP Flat Panel, Adjustable Stand, VGA/DVI	
Video Card	128MB ATI Radeon X1300 (1 DVI/1 TV-out), low profile	
Boot Hard Drives	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™	
Floppy Drive and Media Card Reader Options	Dell 13 In 1 USB Media Card Reader	
Mouse	Dell USB 2-Button Optical Mouse with Scroll, Black	
Lead Free Motherboard	RoHS Compliant Lead Free Chassis and Motherboard	
Removable Media Storage Devices	8XSlimDVD+/-RW Roxio™DellEdition,Cyberlink™for VistaHomeBasic/Bus	
Speakers	Dell AS501 Sound Bar for all UltraSharp Flat Panel	

	Displays (Black)
Resource CD	No Resource CD
Dell Energy Smart	Dell Energy Smart Enable
Security Hardware	Chassis intrusion switch option
Hardware Support Services	4 Year Limited Warranty plus 4 Year NBD On-Site Service
Installation Support Services	No Onsite System Setup
Mouse Pad	Mouse Pad
Labels	Vista Premium Sticker

TOTAL:$2,735.90

OptiPlex 745 Small Form Factor (Vista)

Date & Time: August 02,2007 1:07 PM CST

SYSTEM COMPONENTS

OptiPlex 745 Small Form Factor (Vista) Qty 2

Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB), Genuine Windows Vista® Business, no media, 32 Edition, English Unit Price $1,343.30

Catalog Number: 28 E1776_VISTA

Module	Description	Show Details
OptiPlex 745 Small Form Factor	Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB)	
Operating System(s)	Genuine Windows Vista® Business, no media, 32 Edition, English	
Memory	2.0GB DDR2 Non-ECC SDRAM, 667MHz, (2DIMM)	
Keyboard	Dell USB Keyboard, No Hot Keys, English, Black	
Monitors	Dell 17 inch UltraSharp™ 1708FP Flat Panel, Adjustable Stand, VGA/DVI	
Video Card	128MB ATI Radeon X1300 (1 DVI/1 TV-out), low profile	
Boot Hard Drives	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™	
Floppy Drive and Media Card Reader Options	Dell 13 in 1 USB Media Card Reader	
Mouse	Dell USB 2-Button Optical Mouse with Scroll, Black	
Lead Free Motherboard	RoHS Compliant Lead Free Chassis and Motherboard	
Removable Media Storage Devices	8XSlimDVD+/-RW Roxio™DellEdition.Cyberlink™for VistaHomeBasic/Bus	
Speakers	No Speaker	
Resource CD	No Resource CD	
Dell Energy Smart	Dell Energy Smart Enable	
Security Hardware	Chassis intrusion switch option	

Hardware Support Services	4 Year Limited Warranty plus 4 Year NBD On-Site Service
Installation Support Services	No Onsite System Setup
Mouse Pad	Mouse Pad
Labels	Vista Premium Sticker

TOTAL:$10,746.40

OptiPlex 745 Small Form Factor (Vista)

Date & Time: August 02,2007 1:08 PM CST

SYSTEM COMPONENTS

OptiPlex 745 Small Form Factor (Vista)
Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB), Genuine Windows Vista® Business, no media, 32 Edition, English

Qty 1

Unit Price $7,521.80

Catalog Number: 25 E1778_VISTA

Module	Description	Show Details
OptiPlex 745 Small Form Factor	Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB)	
Operating System(s)	Genuine Windows Vista® Business, no media, 32 Edition, English	
Memory	2.0GB DDR2 Non-ECC SDRAM, 667MHz, (2DIMM)	
Keyboard	Dell USB Keyboard, No Hot Keys, English, Black	
Monitors	Dell 20 inch UltraSharp™ 2007FP Flat Panel, Adjustable Stand, VGA/DVI	
Video Card	128MB ATI Radeon X1300 (1 DVI/1 TV-out), low profile	
Boot Hard Drives	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™	
Floppy Drive and Media Card Reader Options	Dell 13 in 1 USB Media Card Reader	
Mouse	Dell USB 2-Button Optical Mouse with Scroll, Black	
Lead Free Motherboard	RoHS Compliant Lead Free Chassis and Motherboard	
Removable Media Storage Devices	8XSlimDVD+/-RW Roxio™DellEdition,Cyberlink™for VistaHomeBasic/Bus	
Speakers	No Speaker	
Resource CD	No Resource CD	
Dell Energy Smart	Dell Energy Smart Enable	
Security Hardware	Chassis Intrusion switch option	
Hardware Support Services	4 Year Limited Warranty plus 4 Year NBD On-Site Service	
Installation Support Services	No Onsite System Setup	
Mouse Pad	Mouse Pad	

Labels	Vista Premium Sticker	
		TOTAL:$1,621.80

	Total Price
Sub-total	**$15,064.20**
Shipping & Handling	$0.00
Tax[1]	--
State Environmental Fee[1]	--
More Info	
Total Price[2]	--

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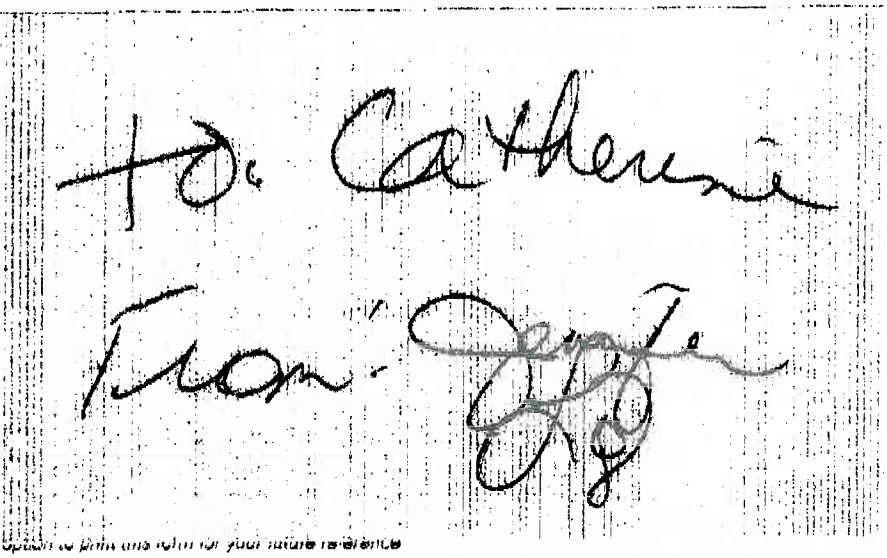

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Product availability and product discontin
shopping cart are valid for 30 days from th
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Show address and comment fields. Use the File - Print Option to print this form for your future reference

Items/description	Part no	Unit price	Qty	Ext price
HP LaserJet 4350tn printer	**Base**	$1,772.00	2	$3,544.00
HP LaserJet 4350tn printer **In the box:** Power cord, control panel overlay, print cartridge, software and documentation, Getting Started Guide, support flyer, HP Jetdirect Fast Ethernet embedded print server, additional 500-sheet input paper tray **Print speed, black** Up to 55 ppm **Two-sided printing** Automatic (optional) **Input capacity (std/max)** Up to 1100/Up to 3100 **Connectivity, standard** Hi-Speed USB 2.0 port, IEEE 1284-B compliant parallel port, 2 open EIO slots, HP Jetdirect Fast Ethernet Embedded Print Server **Included paper-handling accessories** 50-sheet rear output bin, 250-sheet top output bin **Optional paper-handling accessories** **Options not included:** Two-sided printing accessory, 75-envelope feeder , 500-sheet stacker or 15-sheet stapler/500-sheet stacker	**Q5408A#ABA**			
HP LaserJet 4250/4350 smart print cartridge, black (20,000-pages)	**Q5942X**	$217.00	4	$868.00
HP 500-sheet input tray for LaserJet 4250/4350 series	**Q2440B**	$214.00	2	$428.00
HP 1500-sheet high-capacity input tray	**Q2444B**	$429.00	2	$858.00
HP Printer stand with cabinet	**Q2445B**	$386.00	2	$772.00
HP 3-year Next-Business-Day onsite LaserJet 43/51/52XX HW Support	**U3469E**	$414.00	2	$828.00

Subtotal: $7,300.00

Estimated Lease Cost: $236.38

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Description

CanoScan LiDE70 Color Image Scanner Qty 1

Unit Price $80.10

Manufacturer Part# 1502B002

Dell Part# A0709134

TOTAL:$80.10

OptiPlex 745 Small Form Factor (Vista)

Date & Time: August 02,2007 1:07 PM CST

SYSTEM COMPONENTS

OptiPlex 745 Small Form Factor (Vista) Qty 2

Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB), Genuine Windows Vista® Business, no media, 32 Edition, English

Unit Price $1,367.95

Catalog Number: **25 E1778_VISTA**

Module	Description	Show Details
OptiPlex 745 Small Form Factor	Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB)	
Operating System(s)	Genuine Windows Vista® Business, no media, 32 Edition, English	
Memory	2.0GB DDR2 Non-ECC SDRAM, 667MHz, (2DIMM)	
Keyboard	Dell USB Keyboard, No Hot Keys, English, Black	
Monitors	Dell 17 inch UltraSharp™ 1708FP Flat Panel, Adjustable Stand, VGA/DVI	
Video Card	128MB ATI Radeon X1300 (1 DVI/1 TV-out), low profile	
Boot Hard Drives	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™	
Floppy Drive and Media Card Reader Options	Dell 13 in 1 USB Media Card Reader	
Mouse	Dell USB 2-Button Optical Mouse with Scroll, Black	
Lead Free Motherboard	RoHS Compliant Lead Free Chassis and Motherboard	
Removable Media Storage Devices	8XSlimDVD+/-RW Roxio™DellEdition,Cyberlink™for VistaHomeBasic/Bus	
Speakers	Dell AS501 Sound Bar for all UltraSharp Flat Panel	

	Displays (Black)
Resource CD	No Resource CD
Dell Energy Smart	Dell Energy Smart Enable
Security Hardware	Chassis intrusion switch option
Hardware Support Services	4 Year Limited Warranty plus 4 Year NBD On-Site Service
Installation Support Services	No Onsite System Setup
Mouse Pad	Mouse Pad
Labels	Vista Premium Sticker

TOTAL:$2,735.90

OptiPlex 745 Small Form Factor (Vista)

Date & Time: August 02,2007 1:07 PM CST

SYSTEM COMPONENTS

OptiPlex 745 Small Form Factor (Vista)
Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB), Genuine Windows Vista® Business, no media, 32 Edition, English

Qty 8

Unit Price $1,343.30

Catalog Number: **25 E1778_VISTA**

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Resource CD	No Resource CD	
Dell Energy Smart	Dell Energy Smart Enable	
Security Hardware	Chassis intrusion switch option	

Hardware Support Services	4 Year Limited Warranty plus 4 Year NBD On-Site Service
Installation Support Services	No Onsite System Setup
Mouse Pad	Mouse Pad
Labels	Vista Premium Sticker

TOTAL:**$10,746.40**

OptiPlex 745 Small Form Factor (Vista)

Date & Time: August 02,2007 1:06 PM CST

SYSTEM COMPONENTS

OptiPlex 745 Small Form Factor (Vista)
Intel® Core™ 2 Duo Processor E6600 (2.40GHz, 4M, 1066MHz FSB), Genuine Windows Vista® Business, no media, 32 Edition, English

Qty 1

Unit Price $1,521.80

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Dell Energy Smart	Dell Energy Smart Enable	
Security Hardware	Chassis intrusion switch option	
Hardware Support Services	4 Year Limited Warranty plus 4 Year NBD On-Site Service	
Installation Support Services	No Onsite System Setup	
Mouse Pad	Mouse Pad	

Labels	Vista Premium Sticker

TOTAL:$1,521.80

	Total Price
Sub-total	$15,084.20
Shipping & Handling	$0.00
Tax[1]	--
State Environmental Fee[1]	--
More Info	
Total Price[2]	--

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Northwestern State University

Natchitoches, LA 71497

Purchase Order No.

REQUEST FOR PURCHASE ORDER

Vendor

Name Software House International
Address 7485 Elliot Road
City Baton Rouge St LA ZIP 70817
Phone 225-755-6947

Ship To

Name
Address
City St ZIP
Phone

QTY	LINE	DESCRIPTION	EACH	TOTAL
11		Office Professional Plus 2007 All Lng MVL Part Number 79P-01195 Product Type: Standard	$52.91	$582.06
		ACADEMIC MASTER ENROLLMENT # 5194538 LAICU ENROLLMENT# 9546959		

SubTotal $582.06
Shipping & Handling
Taxes State
TOTAL $582.06

Payment Details

- (•) Check
- ( ) Cash
- ( ) Account No.
- ( ) Credit Card

Name
CC #
Exp Date

Shipping Date

Approval

Date
Order No
Sales Rep Laurie Conrad
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Items/description	Part no	Unit price	Qty	Ext price
HP LaserJet 4350tn printer HP LaserJet 4350tn printer **In the box:** Power cord, control panel overlay, print cartridge, software and documentation, Getting Started Guide, support flyer, HP Jetdirect Fast Ethernet embedded print server, additional 500-sheet input paper tray **Print speed, black** Up to 55 ppm **Two-sided printing** Automatic (optional) **Input capacity (std/max)** Up to 1100/Up to 3100 **Connectivity, standard** Hi-Speed USB 2.0 port, IEEE 1284-B compliant parallel port, 2 open EIO slots, HP Jetdirect Fast Ethernet Embedded Print Server **Included paper-handling accessories** 50-sheet rear output bin, 250-sheet top output bin **Optional paper-handling accessories** **Options not included:** Two-sided printing accessory, 75-envelope feeder , 500-sheet stacker or 15-sheet stapler/500-sheet stacker	**Base** **Q5408A#ABA**	$1,772.00	2	$3,544.00
HP LaserJet 4250/4350 smart print cartridge, black (20,000-pages)	**Q5942X**	$217.00	4	$868.00
HP 500-sheet input tray for LaserJet 4250/4350 series	**Q2440B**	$214.00	2	$428.00
HP 1500-sheet high-capacity input tray	**Q2444B**	$429.00	2	$858.00
HP Printer stand with cabinet	**Q2445B**	$386.00	2	$772.00
HP 3-year Next-Business-Day onsite LaserJet 43/51/52XX HW Support	**U3469E**	$414.00	2	$828.00

Subtotal: $7,298.00

Estimated Lease Cost: $236.38

The terms and conditions of the LA - STATE OF LOUISIANA (WSCAII) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.