



Board Agenda Item Request Form

To submit a board agenda item to Administrative Services for review, you will need this form, your Board Agenda Item created from the provided template, along with any backup documentation. Please forward all three items for signature, as listed below.

Board Agenda Title/Name: Approval of Community College League of California Open Purchase Order, Chabot College

	Signature	Date
Requested by:	Heather Hernandez <small>Digitally signed by Heather Hernandez Date: 2021.05.15 14:57:30 -07'00'</small>	5/15/21
Area Manager:		5/18/21
Area Vice President:		

Comments:

Requesting Board approval for an open purchase order with the Community College League of CA for \$120,000 for anticipated database subscription fees during FY 21-22. This money comes from the library's portion of Measure A Bond funds.

	Signature	Date
Vice President, Administrative Services:		
College President:		

Submitted to District: _____

Requisition For Equipment, Supplies, Apparatus and Service

No. _____

Chabot-Las Positas Community College District

Chabot Las Positas District

Requestor: Heather Hernandez

Department: Chabot Library

Date: 5/15/21

Delivery Required By: A.S.A.P.

Room #: 115

(If Capital Outlay, Room # Required)

Only One Vendor Per Requisition

Suggested Vendor (Address & Contact Information)

Community College League of California
 2017 "O" Street
 Sacramento, CA 95811

Description (Model No., Size, Color, etc...)	QTY	Estimated Unit Price
Open purchase order for library databases purchases. FY 21-22.	1	\$ 120,000.00

Notes: FY 21-22. Measure A Bond, Part of \$300K for Library.

Shipping \$ 0.00
 Tax \$ 0.00
 Labor/Installation \$ 0.00
TOTAL \$ 120,000.00

Account #: _____

Purchasing Office Use Only

Purchased From	Unit Price	Total

F.O.B. _____ Terms _____ Quote _____
 Business Office Signature _____


 Division/Dean Signature 5/18/21

Vice President Signature _____