



## FURNITURE REQUEST FORM

DEPARTMENT	Teaching and Learning-Lincoln High School		DATE: 2-16-18	REQ.:	
RATIONALE	Purchase of a keyboard tray for the Lincoln High School Library circulation desk.				
	FUND	DEPT	PROJECT	ACTIVITY	ACCOUNT
G.L. Account Number:	130	5999	B18N02	1000	B2050
	490	5241	18B150	2610	B2520
QUANTITY	COLOR	SIZE	DESCRIPTION	UNIT PRICE	AMOUNT
1		11"X23"X1"	Tray w/ Adjustable HT Mouse Support	116.53	\$ 116.53
			Keyboard Support Mechanism	82.99	\$ 82.99
			Minimum Order Fee	75.00	\$ 75.00
			Installation Fee	55.00	\$ 55.00
			<b>TOTAL</b>		<b>\$329.52</b>

ADMINISTRATOR'S APPROVAL *Anna Bell* DATE 2-16-2018

ASSISTANT SUPERINTENDENT'S APPROVAL *Chris Reynolds* DATE 2/21/18

DEPUTY SUPERINTENDENT'S APPROVAL *John S. Lord* DATE 2/21/18

SUPERINTENDENT'S APPROVAL *D. D. Murphy* DATE 2/26/18

NOTE: ATTACH A FORMAL QUOTE WITH YOUR REQUEST



# Health and Educational Equipment Corp.

*Excellence in Education Environments since 1992*

Date:	Prepared For:	Project Location:
02/05/2018	Yonkers Public Schools One Larkin Center Yonkers, New York 10701 Attn: Gina Bell	Lincoln High School 375 Kneeland Avenue Yonkers, NY 10704
<b>Prepared By:</b>		
Tom Hogan		

### Item Description:

We are pleased to provide the following quote for Global under the NYS Contract #PC66261.

This is for Karen's Circulation Desk.

QTY	MODEL #	Description	
1	KTMT03	Tray with Adjustable HT Mouse Support 11" x 23" x 1" List Price: \$271.00 NYS \$116.53	\$116.53
1	KSMO1-12	Keyboard Support Mechanism. HT and Tilt Arm for the Keyboard Tray. Mounte under desk. List Price: \$193.00 NYS \$82.99	<u>\$82.99</u>
Net:.....			\$199.52
Minimum order fee:.....			\$75.00
Installation Fee:.....			<u>\$55.00</u>
<b>TOTAL.....</b>			<b>\$329.52</b>

\*\*\*\*\* PLEASE MAKE PURCHASE ORDER OUT TO \*\*\*\*\*

**Global:**  
**C/O: HNE Equipment**  
**17 West Stow Road**  
**PO Box 562**  
**Please include NYS Contract #PC66261**

PLEASE EMAIL PO TO: [thogan@hneequipment.com](mailto:thogan@hneequipment.com)

Thank you for the opportunity  
Tom Hogan