



Requisition VR#
(to be assigned by the Purchasing Office)

Purchasing Requisition

Type of Purchase:

Department Name:	
Department Head:	
Requestor Name:	
Requestor Email:	
Phone Number:	

Suggested Vendor Name:	
Suggested Vendor Address:	
Suggested Vendor Contact Name:	
Suggested Vendor Contact email:	
Suggested Vendor Phone number:	

Budget Account #:	
Budget Balance:	
Total Cost:	
If Grant, Enter End Date	
If Event, Enter Date	

Accounting Office Review/Notes:

Budget Review Signature:

Attention Departments: Please ensure that a requisition number is assigned and allow two weeks for reviewing and processing. When checking status on orders, reference the assigned requisition number.

Purchases of goods and services of \$10,000 and above require three (3) quotes.

Quotes attached	Yes	No	N/A
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Please use this area to enter any other comments that you would like the Purchasing Office to consider when processing your request including shipping instructions:

<input type="checkbox"/> Heavy Duty Item	<input type="checkbox"/> Requires Lift Gate	<input type="checkbox"/> Unloading Dock	Building Name: <div></div>	Room#: <div></div>
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Department Requestor:	
Department Head Approval:	
Dean Approval:	
Associate Provost Approval:	
Executive Approval:	

President Approval:

(If applicable)



Renewal Quote

Dear Colleagues,

Please find this year's detailed Renewal Quote attached. We anticipate you will find all to be in good order. This being the case, please respond to Sarah Goodman in one of the following ways:

1. Send an email acknowledging receipt of this Renewal Quote, OR
2. Print, sign, scan, and return the Renewal Quote below.

Once we receive one of the above, you will then be provided with a formal invoice for payment. In the event that we have not heard back from you beforehand, your formal Renewal Invoice will be generated and sent out approximately 30 days prior to your renewal date, with payment due on or before your renewal date.

If you require a PO prior to receiving the invoice, please initiate the PO process now and email the PO to your billing specialist prior to your renewal date.

If you have questions regarding your renewal that needs to be addressed prior to signing off on your Renewal Quote, please feel free to coordinate those through your Billing Specialist.

FOR USA CUSTOMERS PAYING BY CHECK:

Please be aware that effective September 7, 2021 our payment address has changed.

Checks should now be mailed to the address listed below. Please use this address only when sending payments via standard mail.

Sirsi Corporation

#774271

PO Box 854271

Minneapolis, MN 55485-4271

Thank you for the opportunity to be of service to you.

Best Regards,

Your SirsiDynix Billing Team

**Renewal Quote: 31011520250326SG****Laredo College**

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From To	EOL Date	Price
M-1987	Authority Control		1	1/Sep/25 - 31/Aug/26		
M-2016	Bibliographic and Inv. Control		1	1/Sep/25 - 31/Aug/26		
M-2044	Circulation Control		1	1/Sep/25 - 31/Aug/26		
M-2199	iLINK Research Portal		1	1/Sep/25 - 31/Aug/26		
M-2255	Journal Citation Software		1	1/Sep/25 - 31/Aug/26		
M-2369	Reporting Module		1	1/Sep/25 - 31/Aug/26		
M-2436	Standard Sirsi System Software		1	1/Sep/25 - 31/Aug/26		
M-2551	Unicorn Migration Package		1	1/Sep/25 - 31/Aug/26		
M-2713	Z39.50 Version 3 Server		1	1/Sep/25 - 31/Aug/26		
10031	SirsiDynix Symphony Unicode Server Extension		1	1/Jan/00 - 31/Aug/26		
M-1960	Acquisitions and Fund Acctng		1	1/Sep/25 - 31/Aug/26		
M-2274	Materials Booking		1	1/Sep/25 - 31/Aug/26		
M-2398	Serials Control		1	1/Sep/25 - 31/Aug/26		
12855	SirsiDynix Enterprise, SaaS Annual Subscription		1	1/Sep/25 - 31/Aug/26		
12320	Web Services, Basic for SirsiDynix Enterprise		1	1/Sep/25 - 31/Aug/26		
13040	SirsiDynix eResource Central Gateway Services - Annual Subscription		1	1/Sep/25 - 31/Aug/26		
13137	SirsiDynix eRC Connector for OverDrive - Annual Subscription		1	1/Sep/25 - 31/Aug/26		
12246	Enriched Content Cover Images Single Element Subscription for Academic Libraries		185	1/Sep/25 - 31/Aug/26		

All prices are in U.S. Dollars and are
exclusive of taxes unless otherwise noted.

Total 104,765.77

*****Due to changes in sales tax laws, we are requesting updated tax exemption
certificates from all customers. Tax may be added to your invoice even though you
are exempt if we do not receive the exemption

Signature authorizes SirsiDynix to raise an invoice
in accordance with this quote.

Signature

Date

Any questions regarding this quote can be directed to:
Sarah Goodman
Sarah.Goodman@SirsiDynix.com

Please Print Name and Title