



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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<u>Department Requestor:</u>	<div></div>
<u>Department Head Approval:</u>	<div></div>
<u>Dean Approval:</u>	<div></div>
<u>Associate Provost Approval:</u>	<div></div>
<u>Executive Approval:</u>	<div></div>
<u>President Approval:</u> (If applicable)	



**FEE AGREEMENT & PRICE QUOTATION
FOR LICENSE RENEWAL**

Date: 5/6/2025
Customer: Laredo College
Respondus Contact: Nick Laboda – nlaboda@respondus.com
Annual Term: August 1, 2025 - July 31, 2026
Student FTE: 5,001 - 10,000

Product	Description	Annual Fee
Respondus 4 Campus-Wide Licensing	This fee is for unlimited use of Respondus 4 by faculty and staff at the institution.	\$2,095
LockDown Browser Campus-Wide Licensing	This fee is for unlimited use of LockDown Browser across the entire institution. This license includes 200 Respondus Monitor seats annually.	\$4,945
Respondus Monitor Unlimited- use	The unlimited license for Respondus Monitor has an annual price increase of 5%. If the cost per proctoring session falls below \$0.20 during a 12-month period, a price increase greater than 5% may be implemented for subsequent licensing terms.	\$46,785
TOTAL:		\$53,825

Additional Notes:

- 1) Standard pricing information is published online at: <https://web.respondus.com/>
- 2) Our Federal Tax ID is **91-2050620**. All prices listed in US Dollars.
- 3) This quote is confidential and valid for 90 days.
- 4) Respondus is the sole distributor in United States of Respondus, LockDown Browser, StudyMate Campus, and Respondus Monitor.
- 5) The above price quote does not include taxes, as may be required for your location. Respondus reserves the right to charge sales tax in accordance with applicable state and local laws if a valid exemption certificate is not provided. Prices are quoted on the basis that Respondus is paid in full without any offset, deductions, or withholding for or on account of any taxes, duties, or charges. If deductions are required, Respondus must be notified in advance and a revised quotation will be provided.

