Requisition VR# LC15353

(to be assigned by the Purchasing Office)

Laredo College
Purchasing Requisition

Type of Purchase: Merchandise

Department Name:	Print/ Copy Mail Services
Department Head:	Rosie Rodriguez
Requestor Name:	Roxanna Estrada
Requestor Email:	roxanna.estrada@laredo.edu
Phone Number:	956-721-5309

Suggested Vendor Name:	Copy Connection Inc/Great American
Suggested Vendor Address:	PO Box 660831, Dallas, TX, 75266
Suggested Vendor Contact Name:	Raj Gandhi
Suggested Vendor Contact email:	rgandhi@copyc.com
Suggested Vendor Phone number:	95-712-2679

Budget Account #:	110001-303001-78024
Budget Balance:	
Total Cost:	$36821.18
If Grant, Enter End Date	N/A
If Event, Enter Date	09/01/2026

Accounting Office Review/Notes:

Budget Review Signature:

Lynda Gomez Digitally signed by Lynda Gomez Date: 2026.09.02 18:32:13 -05'00'

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 $5,000 and above require three (3) quotes.

Quotes attached? N/A

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:

☐ **Heavy Duty Item** ☐ **Requires Lift Gate** ☐ **Unloading Dock** **Building Name:** P-50 **Room#:** 1

Qty- 14 Xerox AltaLink C8270, $3347.38 p/month, 1st/3 year contract
to be included in current Pool Maintenance Plan Agreement

Department Requestor:	Roxanna Estrada	09/01/2026
Department Head Approval:	Rosie Rodriguez Digitally signed by Rosie Rodriguez Date: 2026.08.31 09:26:57 -05'00'	
Dean Approval:		
Executive Approval:		
President Approval: (If applicable)		

Purchasing Office Use Only:

Purchase Order #:	P
Purchase Order Date:	
Selected Vendors:	
Buyer Initials:	

Purchasing Director Signature: