

Associated Students Board of Finance  
Humboldt State University  
Meeting on Wednesday, September 24, 2014  
Nelson Hall East, Room 120  
9:30 a.m.  
Agenda #1

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #1 – **Action Item**
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Approval of Minutes #9 dated March 5, 2014 – Action Item
- VII. Old Business
  - A. Board of Finance Orientation – Information Item

The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2014-15 Budget, the Unallocated process and the Reserve Policy, Fund Designation and Procedure for Expenditure. These items are included in the Board of Finance binder.
  - B. A. S. Board of Finance 2014-15 Standing Rules and Meeting Dates – **Action Item**

These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2014-15 meeting schedule.
  - C. Request from AS General Operations from General Operations Reserve in an amount not to exceed \$900 for costs associated with the development of the Graduation Pledge Alliance website – **Action Item**

The proposed redesign would update the website to a Drupal format and allow for a content management system. The website would also be in compliance with the CSU's Accessible Technology Initiative.

- D. Request from AS General Operations from Capital Purchases Reserve in an amount not to exceed \$2,275 for costs associated with the purchase of three computers to be distributed to the Eric Rofes Queer Resource Center, the Graduation Pledge Alliance and the Associated Students Government office. – **Action Item**  
The new computers would replace computers in AS programs that are over six years old. The computers that are being replaced are unable to be upgraded.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Wednesday, March 5, 2014  
Nelson Hall East, 120  
Minutes #9

**Call to Order**

Ana Cortes, Administrative Vice President, called the Board of Finance meeting to order at 3:00 p.m. on Wednesday, March 5, 2014 in the Nelson Hall East 120.

**Roll Call**

Members Present: Forust Ercole, Ana Cortes, Taylor Mitchell, Jesse Hoskins

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: MITCHELL/HOSKINS move to approve Agenda #9 dated March 5, 2014

APPROVED

**Chair's Report**

Cortes reported that the Board of Finance met on Saturday to develop the AS 2014-15 Recommended Budget. The Board will be taking action on that document today.

**Public Comments**

There was no Public Comment.

**Approval of the Minutes**

MOTION: HOSKINS/MITCHELL move to approve the Board of Finance Minutes #8 dated February 17, 2014

APPROVED

**Old Business**

- A. Request from Associated Students from Unallocated in an amount not to exceed \$299 for costs associated with a Graduate-Undergraduate Mixer – Action Item  
The AS Graduate Representative is requesting funds for a mixer to promote interest among undergraduates about graduate programs and would provide the opportunity for undergraduate and graduate students to interact with each other.

Ray Alvarez, the AS Graduate Representative, was present on behalf of the request. Alvarez stated that he interested in creating a mixer that would allow for interactions between graduate and undergraduate students. Forestry, Wildlife, Academic Research, Psychology and Sociology Graduates have indicated that they are interested in assisting in the program. Alvarez is seeking funds to assist with the costs associated with catering of the event. Alvarez is seeking funds from the Vice Provost's office also.

*There was no Public Comment.*

MOTION: HOSKINS/MITCHELL move to approve the request from Associated Students from Unallocated in an amount not to exceed \$299 for costs associated with a Graduate-Undergraduate Mixer

APPROVED

Cortes asked if Alvarez had a date for the event. Alvarez stated that the event would be on March 26 in the University Center, South Lounge from 6:00 – 9:00 p.m. Ercole asked if the board wanted to consider approving additional funds for advertising for the event. Christensen replied that AS publicity funds have been traditionally used for that purpose. It was also recommended that all of the mixers that are around the same date be included in the one ad.

B. 2014-2015 Recommended Associated Students Budget – Action Item  
Review and approval of the 2014-15 Recommended A.S. Budget.

Tyson reviewed the 2014-15 Fiscal Year Recommended Budget that was developed by the Board of Finance on Saturday, March 1. Tyson had incorporated the changes recommended by the Board of Finance in this process. Tyson noted that the large changes to the budget included an increase to the minimum wage for AS Programs. Tyson reviewed the Budget Language and noted that the amount that may be used for food purchases in budget language #14 has been increased from \$50 to \$100. Tyson stated that the AS General Operations budget may include a clause to allow for a change in the amount of the Administrative Business Service Fee line item; Tyson stated that she and Ercole are currently in a discussion with the UC Executive Director regarding the terms of this agreement. Tyson noted that the Campus Center for Appropriate Technology budget includes an additional \$1,500 in hourly wages for a student to provide support to Co-Directors for additional house management tasks. Tyson confirmed with the Board of Finance that they wanted to continue to keep budget language #4 in the Club and Program Support Budget that a workshop topic would include a presentation on how to be a good committee/board member. Tyson confirmed that the Board wished to change the name of Student Engagement and Leadership back to Student Life Support. The Board confirmed that they wanted to adjust the amount of the Unallocated to not more than \$7,500 and reduce the allocation amount from General Operations Reserve.

*There was no Public Comment.*

MOTION: HOSKINS/MITCHELL move to approve the Associated Students 2014-15  
Recommended Budget

APPROVED

Tyson reviewed the process for the fee increase. Tyson will work with Cortes to draft a letter that is attached to the budget and the budget is handed to the Council at the next meeting. At the same time that the Council gets the budget it will go out to the programs. The letter will include information on appealing a budget.

### Announcements

Ercole announced that a student is needed to serve on the University Police Chief search.

### Adjournment

Cortes adjourned the meeting at 3:40 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

  
\_\_\_\_\_  
Ana Cortes, Administrative Vice President

**ASSOCIATED STUDENTS BOARD OF FINANCE 2014-15  
STANDING RULES**

**PROPOSED: September 24, 2014**

**I. MEETINGS**

- A. The Associated Students of Humboldt State University Board of Finance shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000.
- B. All regular meetings will convene at 9:30 a.m. in the fall semester and 3:00 p.m. in the spring semester as per the attached schedule unless otherwise noted.
- C. A quorum shall consist of a simple majority of the filled voting seats.
- D. A Special Meeting may occur as needed by the Board of Finance with appropriate written notice.
- E. A majority vote of the Board of Finance shall be required for approval of all allocations of Associated Students funds.
- F. Meetings will adjourn by 11:00 a.m. in the fall semester and 5:00 p.m. in the spring semester regardless of the completeness of the agenda, unless extended by a majority vote of the Board of Finance.
- G. All meetings of the Board of Finance shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.
- H. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.

- I. All members and visitors are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

**II. BUSINESS**

- A. All parliamentary authority for the Board of Finance shall be from Sturgis Standard Code of Parliamentary Procedure.

## **DRAFT**

1. For purposes of computing a majority or two-thirds approval, only yes and no vote shall be taken into account.
- B. All Business (funding proposals, line-item changes, etc.) shall be submitted in writing to the A. S. Council Assistant by 5:00 p.m. on the Wednesday of the academic workweek preceding the meeting it is on the agenda during the Fall semester and by 5:00 p.m. on the Monday of the academic workweek preceding the meeting it is on the agenda during the Spring semester. The A. S. Council Assistant will distribute the proposed items to each member of the Board of Finance and the General Manager.
- C. No action may be taken on any proposal until that issue has been publicly posted for at least 72 hours before a regular meeting.
- D. When considering an action item listed under Old Business the Board of Finance will:
  1. Receive a presentation by the author.
  2. Receive comment from members of the public.
  3. Make a motion for action.

### **III. ADOPTION**

- A. These standing rules shall be adopted by a majority vote of the Board of Finance and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the Board of Finance.

**Associated Students Board of Finance  
2014-15  
Meeting Schedule**

*Meetings of the AS Board of Finance are held at **9:30 a.m.** in the Fall Semester and **3:00 p.m.** in the Spring Semester. Meetings are held in Nelson Hall East, 120 unless otherwise noted.*

**FALL SEMESTER 2014**

Wednesday, September 24, 2014

Wednesday October 8, 2014

Wednesday, October 22, 2014

Wednesday, November 12, 2014

Wednesday, December 3, 2014

Wednesday, December 10, 2014

**SPRING SEMESTER 2015**

Monday, February 2, 2015

Monday, February 16, 2015

Saturday February 28, 2015\*

Wednesday, March 4, 2015

Wednesday, March 25, 2015

Wednesday, April 8, 2015

Monday, April 20, 2015

\* The Board of Finance will be meeting for a full day session on February 28 for AS Budget Hearings and will be held in Nelson Hall East, Room 106.

*Associated Students Board of Finance Meetings are conducted in accordance to the Gloria Romero Open Meeting Act of 2000 and are open to all students, faculty, staff, administrators, community members and other interested parties.*

## 2014-15 UNALLOCATED and RESERVE BALANCES

1-Jul-14	Unallocated Allocation	\$7,462
less		
	Total Expenditures	\$0
	Unallocated Balance	\$7,462

1-Jul-14	Operating Reserve	\$345,306
less	2014-15 Reserve Allocation	\$30,000 Per Budget
	Total	\$315,306


1-Jul-14	Special Projects- Facilities Reserve	\$55,687
less	Community Garden	\$11,540 2011-12 Approved Expenditure
	Total	\$44,147

1-Jul-14	Capital Purchases Reserve	\$54,212
less		
	Total	\$54,212
	Total Reserves	\$413,665

September 17, 2014

To: Board of Finance, Associated Students

From: Rob Christensen, A.S. Council Assistant   
rwc9@humboldt.edu  
(707) 826-4221

RE: Request from General Operations Reserves for Program Website

Associated Students General Operations is requesting \$900 from the General Operations Reserve to assist the Graduation Pledge Alliance (GPA) with a permanent fully functioning website. In Summer 2010 the University changed servers for HSU websites and increased standards for HSU hosted sites.

The GPA program's web presence is currently only a subpage of the HSU club's website. It can be found at [humboldt.edu/clubs/club\\_sites/GPA/](http://humboldt.edu/clubs/club_sites/GPA/). It is difficult for students to be able to make changes and the Associated Students office is unable to provide assistance updating the site. Websites are central information points for AS Programs and a new GPA website would offer the ability for GPA to easily update their website with events, staff profiles, resources and media. The current website is a static website with limited capabilities.

In 2010 HSU updated its web content and structural standards on both the front end (what you see as a visitor to the site) and the back end (how a website is designed to function). Since 2012 all CSU website have been required to comply with the Accessible Technology Initiative (ATI). ATI requires that the University's website be accessible to students who may have a disability that prevents them from viewing a website in a normal format. Once produced the GPA website will be able to be updated by student employees of the programs with little training and will receive support from the AS Council Assistant.

The proposed web redesign will address all of these issues as well as provide a fresh look for GPA. The website would use a template that has been previously created for other AS program and has significantly reduced the cost. The website will be designed by Marketing and Communication using the AS Sponsored Drupal theme. It is estimated that this will take approximately 15 hours at \$60 for a total cost of \$900.



## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

**NAME OF A.S. PROGRAM:** A.S. General Operations  
**CONTACT PERSON:** Robert Christensen  
**Phone:** (707) 826-4221  
**Email:** rwc9@humboldt.edu

**I. Income.** List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 900.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b><u>Total Income:</u></b>		<b><u>\$ 900.00</u></b>

**II. Expenditures.** List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Website Costs</u>	<u>\$ 900.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b><u>Total Expenditures:</u></b>		<b><u>\$ 900.00</u></b>


*For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.*

**REVIEWED BY:**

Joan Tyson  
**CLUB/PROGRAM ADVISOR NAME**

  
**SIGNATURE**

Joan Tyson  
**BUDGET ADMINISTRATOR NAME**

  
**SIGNATURE**



## REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

**Important:**

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

**Line Item:**

Website Costs

\$ 900.00

**Explanation:**

Create Graduation Pledge Alliance website using the AS Sponsored Drupal Theme. 15 hours @ \$60 per hour.

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

# marketing & communications

## estimate

date: 5/23/2014

quoted by: Matt H

prepared for Rob Christensen

department: Associated Students

phone: 4221

fax: 3772

e-mail rwc9@humboldt.edu

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job name: Graduation Pledge Alliance website

job description: Create Graduation Pledge Alliance website using the AS Sponsored Drupal theme

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process: Create Graduation Pledge Alliance website using the AS 900.00  
Sponsored Drupal theme 15 hours @ \$60

---

total 

\$900.00
----------

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notes:

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self-supported operation ☐ Yes ☒ No

If yes is checked, the totals above include a 10% markup as mandated by state regulations.

conditions This is an estimate only. Final billing will reflect the actual material, labor and vendor costs incurred. This estimate is valid for 45 days. Any changes to the scope or time frame of this project may effect the estimated price and production schedule. Customer approval shall be obtained for any increase in price that exceeds the original estimate by 10% or more.

September 18, 2014

TO: Board of Finance, Associated Students

FROM: Rob Christensen, A.S. Council Assistant   
rwc9@humboldt.edu  
(707) 826-4221

RE: Request from Capital Purchases Reserve for the Purchase of three desktop computers

Associated Students General Operations is requesting funds for the purchase of three Dell Desktop OptiPlex 3020s PCs. These computers will replace desktop computers in the AS Government Office, the Eric Rofes Queer Resource Center and the Graduation Pledge Alliance Programs. All three of the computers that are being replaced are over six years old and are outside of the manufacturer's warranty. Humboldt State University Information Technology Services (ITS) will no longer support computers that have been in service for over five years.

AS consulted with ITS to find appropriate computers for the program. The Dell computer would provide increased functionality as other PC's in AS Programs and would be serviceable by ITS. The amount of memory and speed of the processor will allow these computers to serve the AS Programs well for at least five years.

A quote for the computers is attached.



## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: A.S. General Operations  
CONTACT PERSON: Robert Christensen  
Phone: (707) 826-4221  
Email: rwc9@humboldt.edu

**I. Income.** List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 2,275.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b><u>Total Income:</u></b>		<b><u>\$ 2,275.00</u></b>


**II. Expenditures.** List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Three Dell Optiplex 3020s</u>	<u>\$ 2,097.57</u>
2	<u>Sales Tax</u>	<u>\$ 173.05</u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b><u>Total Expenditures:</u></b>		<b><u>\$ 2,270.62</u></b>


For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

**REVIEWED BY:**

Joan Tyson  
CLUB/PROGRAM ADVISOR NAME

  
SIGNATURE

Joan Tyson  
BUDGET ADMINISTRATOR NAME

  
SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

**Important:** Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

**Line Item:** Three Dell Optiplex 3020s \$ 2,097.57

**Explanation:** Each Dell Optiplex 3020s without monitor is \$699.19

**Line Item:** Sales Tax \$ 173.05

**Explanation:** Sales Tax in Arcata is 8.25%

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

# Refresh Reportunit - Associated Students

Name	Property Tag	Description	Top User	Office	Manufacturer	Model	Serial Number	Operating System	Ship Date	Warranty End	Warranty	Age (years)
AS-S18797		Graduation Pledge Alliance	Alexis Ohlvan		Dell Inc.	OptiPlex 745	JV3VYC1	Microsoft Windows 7 Enterprise	05/16/2007	05/15/2010	No	7.31
S18756	S18756	AS Office UC 246	Nathaniel A. McGuigan		Dell Inc.	OptiPlex 745	25N9ZC1	Microsoft Windows 7 Enterprise	05/24/2007	05/23/2010	No	7.29
AS000215		Warren House - Inspiration 530S	Shawn Simon		Dell Inc.	Inspiron 530S	1J18MG1	Microsoft Windows 7 Enterprise	06/18/2008	06/18/2009	No	6.22
AS000203	MXL0040314	AS Office UC 246E	Nathaniel A. McGuigan		Hewlett-Packard	HP Compaq 6000	MXL0040314	Microsoft Windows 7 Enterprise	01/26/2010	02/19/2013	No	4.61
AS000207	AS000207	AS Office UC 246	Tyler W. Marshall		Dell Inc.	OptiPlex 960	2F3RFQ1	Microsoft Windows 7 Enterprise	04/28/2011	04/28/2014	No	3.36
AS000208	AS000208	AS Office UC 246	Jerry G. Dinzes		Dell Inc.	OptiPlex 960	CY3VFQ1	Microsoft Windows 7 Enterprise	04/29/2011	04/29/2014	No	3.35
AS000214	AS000214	Rob's Computer	Robert W. Christensen	UC 246	Dell Inc.	OptiPlex 990	1VS5VR1	Microsoft Windows 7 Enterprise	11/10/2011	11/10/2014	Yes	2.82
AS000216	AS000216	WRRAP New Computer	Brandon J. Norris		Dell Inc.	OptiPlex 990	FP2HPS1	Microsoft Windows 7 Enterprise	05/15/2012	05/15/2015	Yes	2.31
AS000217	AS000217	Student Access Gallery new computer	Lindsay R. Grizzard		Dell Inc.	OptiPlex 990	FP3CPS1	Microsoft Windows 7 Enterprise	05/15/2012	05/15/2015	Yes	2.31
AS000218	AS000218	WRC	Shawn Simon		Dell Inc.	OptiPlex 990	FP3BPS1	Microsoft Windows 7 Enterprise	05/15/2012	05/15/2015	Yes	2.31
AS000219	AS000219	Laptop in closet	Robert W. Christensen	UC 246	Dell Inc.	Latitude E5420	H1WBCT1	Microsoft Windows 7 Enterprise	05/15/2012	05/15/2015	Yes	2.31
AS000226		AS President PC - UC - Optiplex 9010	Jerry G. Dinzes		Dell Inc.	OptiPlex 9010	5V88WV1	Microsoft Windows 7 Enterprise	10/04/2012	10/04/2015	Yes	1.92
AS000235	AS000235	AS 246	Ana Lilia Cortes Garcia	UC 246B	Dell Inc.	OptiPlex 3010	HJM6BZ1	Microsoft Windows 7 Enterprise	11/23/2013	11/23/2017	Yes	0.78
AS000240	AS000240	Optiplex 3020 - 246E	Patric E. Esh		Dell Inc.	OptiPlex 3020	GLPPV12	Microsoft Windows 7 Enterprise	06/06/2014	06/09/2022	Yes	0.25
AS000241	AS000241	Optiplex 3020 - 246D	Eamon Daly		Dell Inc.	OptiPlex 3020	GLPQV12	Microsoft Windows 7 Enterprise	06/06/2014	06/09/2022	Yes	0.25
AS000242	AS000242	CCAT Shared laptop - Latitude E5440	Julia I. Clark		Dell Inc.	Latitude E5440	FY0WF12	Microsoft Windows 7 Enterprise	06/18/2014	06/21/2022	Yes	0.21



Robert Christensen &lt;rcw9@humboldt.edu&gt;

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**Dell Computer - Saved Quote Information 1009732622501**

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DellOnlineSales@dell.com <DellOnlineSales@dell.com>  
To: rcw9@humboldt.edu

Thu, Sep 18, 2014 at 12:11 PM

## Your E-Quote has been saved.

Dear Tim Kohberger:

An E-Quote containing computer equipment from Dell Computer Corporation has been saved in your name at the Dell Online Store. The E-Quote will be held for 60 days to allow for completion of the order.

Per your request, this E-Quote has been forwarded to the following recipients:

Your Comments:

To retrieve this E-Quote:

1. Log on to your Premier page for Humboldt State University
2. Click into your online store.
3. Select "Retrieve" E-Quote from the top section of the page.
4. Select E-Quote Number: 1009732622501

Premier.dell.com log-in: <http://premier.dell.com>

A read-only view of this E-Quote is provided below:

### E-Quote Information

E-Quote number: 1009732622501  
E-Quote name: 3 - AS Students computers  
Description: Optiplex 3020s with video adapter, KB, and mouse.  
Customer Name: Humboldt State University

E-quote Name	3 - AS Students computers	E-Quote Description	Optiplex 3020s with video adapter, KB, and mouse.
Saved By:	Tim Kohberger timothy.kohberger@humboldt.edu	Phone Number:	(707) 826-5239
Saved On:	Thursday, September 18, 2014	Purchasing Agent:	Rob Christensen
Expires On:	Monday, November 17, 2014	Notes/Comments:	
Premier Page Name	Humboldt State University	Additional Comments:	
Ship to Address:	Bill to Address:		

### Description



OptiPlex 3020 Small Form Factor

Date & Time: September 18, 2014 2:09 PM CST

## SYSTEM COMPONENTS

OptiPlex 3020 Small Form Factor Qty 3

OptiPlex 3020 Small Form Factor CTO, Windows 8.1 64-bit English Unit Price \$699.19

Catalog Number: 25 RCRC962099-3921745

Module	Description	Product Code	SKU	Id
OptiPlex 3020 Small Form Factor CTO	OptiPlex 3020 Small Form Factor CTO	3020SF	[210-ABIX]	1
Operating System	Windows 8.1 64-bit English	81N6E	[619-ADTB]	11
memory	8G (2x4GB) 1600MHz DDR3 Memory	8G2D	[370-AADC]	3
Keyboard	US English (QWERTY) Dell KB212-B QuietKey USB Keyboard Black	8KBUS	[580-AAQX]	4
Dell monitor	No Monitor Selected	NOMON	[480-ABFW]	5
Video Cards	Intel® Integrated Graphics	INT	[490-BBFG]	6
Driver	No Wireless Lan Card	NOWIRE	[555-BBNI]	7
Hard Drive	500GB 3.5inch SATA (7.200 RPM) Hard Drive	500G	[400-AANO]	8
Mouse	Dell USB Optical Mouse MS111	MS111	[570-AADU]	12
CD ROM/DVD ROM	8X DVD+/-RW Drive	8DVDRW	[429-AAJU]	16
Dell speakers	Internal Speaker	SPKR	[520-AABP]	18
Wireless	No Wireless Included	NOWRLS	[555-BBNG]	19
Power Cord	System Power Cord (English)	US125V	[450-AAOJ]	20
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-language)	EFDOC	[340-AGIK]	21
Hardware Support Services	4 Year Basic Hardware Service with 4 Year NBD Onsite Service after Remote Diagnosis	U4OS	[936-2417] [937-2243] [939-6538] [939-6748]	29
Systems Management	Systems Management	SYSMGMT	[340-AGMO]	49
System Recovery	No Diagnostic/Recovery CD media	NORDVD	[340-ABJI]	50
Placemat	No Quick Reference Guide	NOTSH	[340-ABKW]	60
Canada Ship Options	US No Canada Ship Charge	USNONE	[332-1286]	111

Chassis Options	EPA Opti 3020 Small Form Factor Chassis	CHASFE	[321-BBEQ]	116
Energy Efficient Option	No ENERGY STAR Selected	NOESMRT	[387-BBCG]	122
Processor	Intel® Core™ i5-4570 Processor (Quad Core, 6MB Cache, 3.2GHz, w/HD Graphics 4600)	I54570	[338-BCCE]	146
Encryption Software	No DDPE Encryption Software	NODDPE	[954-3465]	156
Intrusion Switch	Chassis Intrusion Switch SFF	NTRSN	[461-AAAX]	289
Thermal Cooling	Heatsink, Performance, Small Form Factor	THSFF9	[412-AABM]	412
Packaging	Shipping Material for System, Small Form Factor	SSFSHIP	[340-ACGR]	465
DVI to VGA Adapter	DisplayPort-DVI Adapter	DPDVI	[470-AAIO]	592
Optical Software	Cyberlink Media Suite Essentials without Media	W8DVDSW	[658-BBTv]	597
Regulatory Label	Regulatory Label	REG	[389-BDSE]	676
Processor Branding	Intel® Core i5 Label	ICI5SML	[389-BBWP]	749
Productivity Software	No Productivity Software	NOPSW	[421-3872]	1002
Non-Microsoft Application Software	Windows 8	WIN8	[421-5334] [421-9982] [422-0008] [422-0052] [340-AAUC] [632-BBBZ] [632-BBCB] [658-BBMQ] [658-BBNH]	1003
Security Software	No Security Software	NOSECSW	[650-AAAJ]	1014
Operating System Recovery Options	Windows 8.1 English OS Recovery - DVD	M81D6E	[620-AASU]	200013
Dell Backup and Recovery	Dell Backup and Recovery Basic	DBRBSC6	[637-AAAS]	200076
Transportation from ODM to region	Standard shipment	STD	[800-BBIO]	200080
Dell speakers	No External Speaker	NOESPK	[817-BBBC]	200095

TOTAL: \$2,097.57

Sub-total \$2,097.57

Shipping & Handling \$0.00

Tax --

Total Price --

In the event that you are subject to a tax holiday, you will not be charged tax.

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