



Business Department
Technology & Information Services Branch
 562-997-8411 Service Desk
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Surface Pro Requisition Checklist

Please check your Surface Pro Requisition for the following items:

Surface Pro 9

*Required Items total \$2098.00**

- **Microsoft Surface Pro 9**, 512 GB SSD, Intel Core i7, 16 GB RAM (\$1,800.00*)
- **Surface Slim Pen 2 Stylus**, 2-button, Bluetooth (\$95.00)
- **Surface Pro Keyboard and Cover**, black (\$100.00)
- **3-Year Warranty** (\$99.65)
- **E-Waste Fee** (\$4.00)
- **Protective Case**, Drop Tech, silicone, black (\$45.00)
- ***Keyboard/Cover and Stylus Bundle** (\$180.00)



Before you submit your requisition, please check your existing device model number, if applicable. The accessories listed here are for the most current models. Please include your device's model number on your requisition to ensure the correct accessories are purchased.

Surface Go 2

*Required Items total \$944.57**

- **Microsoft Surface Go 2**, 128 GB SSD, Core m3, 8 GB RAM (\$650.00*)
- **Surface Pen, Stylus**, 2-button, Bluetooth (\$95.00)
- **Surface Go Type Cover**, black (\$75.00)
- **3-Year Warranty** (\$75.00)
- **E-Waste Fee** (\$4.00)
- **Protective Case**, Kensington BlackBelt Rugged Case for Surface Go, black (\$45.57)



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Optional Items

- **Microsoft Wireless Display Adapter, HDMI** (\$44.00) *Wirelessly send what is on your phone, tablet, or laptop to your big-screen HDTV, or projector with an HDMI port.*
- **Arc Touch Mouse Surface Edition, Bluetooth** (\$75.00)
- **Microsoft Surface Docking Station, USB & Ethernet ports** (\$160.00*) *Easily connect the Surface Pro to a standard USB-mouse and USB-keyboard to use as a desktop computer. Two Mini Display Ports to connect to monitor(s), TV, or projector depending on adapter.*
 - **Mini DisplayPort to VGA Adapter** (\$45.00) *for old monitor or projector.*
 - **Mini DisplayPort to HDMI Adapter** (\$45.00) *for new projectors or TV.*



* Additional Cost for Installation and Software per Computer

- The following costs will be automatically charged using the same fund, resource, and site.
Do not include these items in your Buy-Out Requisition Form.
 - CA Sales TAX will be added to the computer total.
 - Delivery, setup & installation - \$55.00 (object 5860)
 - Microsoft Office Pro Plus License - \$90.00 (object 4310)
 - A three percent (3%) surcharge will be added to all technology purchases (computer equipment and software) with a unit cost of over \$100.00 (object 5749)
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