



Technology and Information Services Branch

Surface Pro 4 Requisition Checklist

Please check your Surface Pro Requisition for the following items:

Required Items

- **Surface Pro 4 EDU Bundle**, Microsoft Surface Pro 4, 128GB, Intel Core i5, 4GB RAM (\$1,001.75*)
 - Includes: Surface Pen, Surface Pro Type Cover Keyboard and 3-year warranty
- **E-Waste fee** (\$5.00 per Surface Pro 4)
- **Rugged Case** (Gumdrop DropTech Microsoft Surface Pro 4 Case \$69.00)
- **Software and Installation**
 - Microsoft Office 2013 Pro Plus (\$90.00) <use object code 4310>
 - Computer delivery, setup & installation, (\$55.00) <use object code 5860>

If your order involves Surface Pro 4 for class sets of student use:

- **Secure Charging Carts**
 - AC-MINI, table or wall mounted, Charges up to 12 devices (\$479.99*)
 - AC-SLIM, cart on wheels, Charges up to 36 devices (\$1,045.00*)
 - AC-PRO-II, cart on wheels, Charges up to 40 devices (\$1,135.00*)

Optional Items

- **Microsoft Wireless Display Adapter** (\$59.95)
- **Arc Touch Mouse Surface Edition** (\$53.56)
- **Microsoft Surface Dock** (\$142.85*) *Easily connect the Surface Pro to a standard monitor(s), USB-mouse and USB-keyboard to use as a desktop computer*
 - **Mini DisplayPort to VGA Adapter** (\$39.99)
 - **Mini DisplayPort to HDMI Adapter** (\$39.99)
- **ThinkWrite Headphones** (\$8.15)

**Technology Surcharge:*

A three percent (3%) surcharge will be added to all technology purchases (computer equipment and software) with a unit cost of over \$100.00. This charge will be automatically posted; it is not necessary to include a line item for this on the requisition.