

Proposed motion: Approve the purchase of the Ethnic Student Center Computer from the Combined Fund for an amount not to exceed \$1000.

The Associated Students Ethnic Student Center is writing to respectfully request a computer for the ESC Public Relations Coordinator. There is currently only one computer in the support staff office as the other was recently moved to another office for the use of the ESC Academic Advisor.

**A second computer would greatly increase efficiency in the office for the following reasons:**

- The Ethnic Student Center Support staff (ESC Program Support Coordinator & ESC Public Relations Coordinator) is constantly working on multiple events and projects simultaneously. Both support staff members are often in the office at the same time.
- In the mean time, one staff member resorts to using a personal laptop as the other office computer is used regularly, and the other computers in the ESC are used by students and hourly staff. This proves difficult when needing to access documents on the Q drive or print documents.

**Why is it important?**

Providing a computer to the Ethnic Student Center support staff will boost productivity and allow support staff to do their necessary jobs.

Description	Qty	Unit Price	Ext. Price	Tax	Shipping	Total
WWU Standard Dell Optiplex 790 Minitower computer with i5 2400 processor, 4GB RAM	1	\$801.74	\$801.74	\$69.75	0	\$871.49

Thank you for your time and consideration when reviewing this proposal.

Sincerely,

Robel Paguio

ESC Public Relations Coordinator