



"Audio Recorder Purchase"

Proposed Motions: Approve the purchase of three Zoom H2n's from the New Equipment Budget (FXXNEW) not to exceed \$800.

Sponsor: Hung Le, Vice President for Business & Operations

Persons of Contact: VP Business & Operations, Chris Miller, Jim Schuster, Cindy Monger

Date: August 2013

Background & Context

The current audio recorders have reached near the end of their useful life. Last year, there was a need for an additional audio recorder. So myself and the Assistant for Internal Committees tested out a Zoom H2 for committee purposes for several months. After a short training, Madeline found the recorder to be much better to use than the previous Marantz. It isolates sound much better (cuts keyboard noise by angling outwards) and is much more portable.

Summary of Proposal

This request will replace our current audio recorder inventory of Marantz with a recorder called the Zoom H2n. After personally using them (From ATUS Classroom Services), I highly recommend them for their portability, simplicity and ease of transfer.

Fiscally

The purpose of the New Equipment Budget (FXXNEW) is to fund potential requests for new equipment. New equipment will be added to the General Repair & Replacement inventory, which is a reserve account which exists to replace equipment on a 5 year cycle.

Current market rates for the Zoom (with accessories) range from (\$200 to \$230). The costs for three with shipping and handling after tax would be approximately \$800 Dollars. $(230 \times 3 \times 1.1) + 40 = 799$. The Vendor will either be Amazon or B&H depending on which overall price is cost effective.



<http://tiny.cc/aib50w>

Rationale

Our Marantz recorders need to be replaced and this is an excellent option. Zoom is a very trusted and dependable brand. This particular device suits our needs very well. The accessories available will expand the uses of audio recorders.