

[Clear Form](#)

PURCHASE AUTHORIZATION FORM

Purchases up to \$1500 require Supervisor approval. Purchases over \$1500 require approval from a Coordinator or Director.

- When applicable signatures are obtained, send completed form to Purchasing. Incomplete forms cannot be processed.
- Once approved and signed by Fiscal and/or Grants, Program should send to individual responsible to purchase (HSSS, etc)
- If a P-Card transaction is declined, the card holder should contact the bank or Global Card Access directly for rejection details.

Date **02.09.26**

Purchase is NOT related to a case.

Case Name

Case Number

Reason for purchase (DV, reunification, why is purchase needed, how does purchase benefit child/family/client/agency?)

The lease for the copier at Reno Senior Center – Reception expires on 4/30/26 and is due for renewal. Jim Smith requested a similar color copier that can handle larger paper sizes for flyers and posters. Among the two Canon proposals that meet this requirement, this option is the most cost-effective, and Jim has confirmed that its maximum print size of 12" x 18" will meet their needs.

Please see page 5 for requisition requirements. Copier configuration and specs are on pages 6-9. Estimated breakdown on page 10 using counts from meter reads from February 2025 to February 2026. Estimated per print cost on page 11.

Per page costs are \$.00909 per B&W and \$.06246 per color.

TYPE OF REQUEST

- ☐ Reimbursement
- ☐ Petty Cash
- ☐ P-CARD
- ☒ Vendor Payment by Check/ACH

Name and Address of Payee

Canon Solutions America
Chad Johnson, Sales Rep
775-298-9710
chjohnson@cusa.canon.com

Hold check in Bookkeeping or mail to recipient?

Hold ☐Mail ☐

**Fiscal approval required prior to any
Grant related purchases.**

If no other funding source is available: ☐ Cancel Request or ☐ Charge to Unit Funds

Description of Request	Price Each	Quantity	Amount
DX C3935i	\$ 199.00	48	\$ 9,552.00
Estimated per copy cost per quarter (B&W + Color)	\$ 750.00	16	\$ 12,000.00
			\$ 0.00
			\$ 0.00
TOTAL			\$ 21,552.00

Overages of 10%, not to exceed \$10.00, are allowable without additional approval

Requested by: Megan Chambers

Supervisor Approval: _____

Coordinator/Director Approval (if applicable): Abby Badolato Digitally signed by Abby Badolato
Date: 2026.03.10 07:21:58 -07'00'

**Grant approvals are valid for 7
days before re-approval is needed.**

Fiscal Team Use Only

Cost Center/IO	G/L	Amount
250110	710334	\$ 9,552.00
250110	710335	\$ 12,000.00
TOTAL		\$ 21,552.00

Inventory/ Barcode Required: Yes ☐ No ☐Fiscal Reviewer: Yami White Digitally signed by Yami White
Date: 2026.03.17 06:25:00 -07'00'

PAR Form Revised December 2023



SMART CHANGE STARTS HERE.

ORIGINAL

Canon Solutions America
One Canon Park
Melville, NY 11747

A Proposal For: Washoe County – Human Services – Megan Chambers

**Effective Date
2/3/26 Through 2/17/26**

**Prepared by:
Chad Johnson
Canon U.S.A., Inc.**

Your Canon U.S.A. Team

Deep experience and subject matter expertise Whether your business is large or small, remaining competitive in the global economy means you need to concentrate on what makes you successful—your core business. When selecting and implementing new technology, a highly skilled technical team can be the difference-maker for a successful deployment. Canon U.S.A. has the team of experts you need to help you acquire the right technology, solutions, and services for your organization. From pre-sales analysis to post-sales support, our team of technical professionals draws upon decades of technical expertise and real-world experience to ensure you obtain the maximum benefit from your technology investment.

Sales Executive: Chad Johnson

Phone: 775-298-9710

Email: chjohnson@cusa.canon.com

Sales Manager: Teresa Coon

Phone: 702-460-1550

Email: tcoon@cusa.canon.com

Megan Chambers
Washoe County – Human Services

Dear Megan,

I wanted to thank you for investing the time to review options from Canon U.S.A., Inc.

As a leading provider of office solutions, Canon USA has helped thousands of organizations like yours achieve their strategic business objectives by working together to build digital transformation solutions that can increase productivity, decrease operating costs, improve customer relations and help achieve regulatory compliance.

Based on our recent discussions, I have built this proposal based on the following company objectives:

- Need for a new Color MFP

I think you will find that this proposal meets all these objectives and I greatly appreciate the opportunity to partner with you on this important project.

Sincerely,

Chad Johnson
Senior Account Executive
775-298-9710
cjohnson@csa.canon.com

PROJECT OVERVIEW

Washoe County – Human Services

Megan Chambers

PROJECT OBJECTIVES

- Need for a new Color MFP

Proposal

QTY	ITEM CODE	DESC	Proposed Expense
1	DX C3935i	Canon Color MFP	
		\$199.00/mth on 48 Month Term Service Rates = \$.00909 per B&W, and \$.06246 per Color	

*** Plus applicable taxes

*** Price includes delivery & installation & training

*** **VERY IMPORTANT:** If using this proposal to create a requisition to Purchasing, can you please have them include this info on the PO:

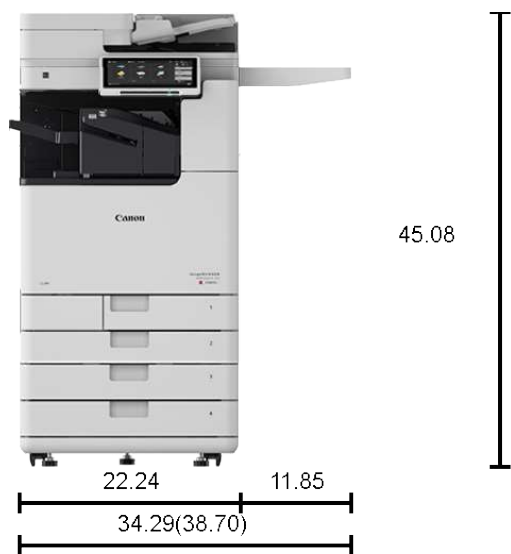
- Supplier Address: Canon Financial Services Inc, 158 Gaither Drive #200, Mt. Laurel NJ 08054
- Vendor Email should be chjohnson@cusa.canon.com
- THIS PO IS SUBJECT TO THE TERMS AND CONDITIONS AND PRICING OF NASPO NEVADA STATE CONTRACT #187646 / #99SWC-NV25-22341 and the term starts day of installation.
- THIS PO IS FOR A 48 MONTH FMV LEASE TERM at \$199.00 per month for IMAGERUNNER ADVANCE DX C3935i, CASSETTE FEEDING UNIT-AW1, INNER FINISHER-L1, Utility Tray-B1, Option Attachment kit for Reader, and STANDARD POWER FILTER 15A/120V. \$.00909 per B&W Print & \$.06246 per Color Print

*This document is the property of and is proprietary to Canon Solutions America.
It is not to be disclosed in whole or in part without prior written consent of
Canon Solutions America.*

Canon
CANON SOLUTIONS AMERICA



imageRUNNER ADVANCE DX C3935i



Product Description

- Print/Copy Speed: up to 35 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control

Space And Power Requirements

- Total Dimensions (W x D x H): 34.29" x 28.43" x 45.08"
- Total Installation Space (W x D x H): 38.70" x 44.06" x 45.08"
- Main Unit Power Requirements: 110V/8.5A
- Main Unit Plug: NEMA 5-15P

Product name	Net component size			Additional Power Supply	Plug Image
	W	D	H		
	inch	inch	inch		
imageRUNNER ADVANCE DX C3935i	22.24	28.43	35.31		
Cassette Feeding Unit-AW1	22.24	24.21	9.76		
Inner Finisher-L1	18.58	20.67	7.17		
Option Attachment kit for Reader-A2	-	-	-		
Utility Tray-B1	11.85	15.12	1.89		
Total	34.29	28.43	45.08		

Dimensions shown for each accessory are its net size. The total dimensions shown include spacing and accessory overlap.



imageRUNNER ADVANCE DX C3935i

Main Unit

imageRUNNER ADVANCE DX C3935i



- Print/Copy Speed: up to 35 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control

Product name	imageRUNNER ADVANCE DX C3935i
Net component size W (inch)	22.24
Net component size D (inch)	28.43
Net component size H (inch)	35.31
Additional Power Supply	



Hardware Accessories

Cassette Feeding Unit-AW1



Adds two additional front-loading, user-adjustable 550-sheet paper cassettes to the standard paper supply.

Inner Finisher-L1



Internal finisher offering two output trays holding up to 545 sheets. Provides corner and double stapling up to 50 sheets. Staple-free Stapling up to 4 sheets, and a manual Staple On Demand function up to 40 sheets.



Option Attachment kit for Reader-A2

Attachment kit required for Utility Tray, Voice Operation Kit, or Voice Guidance Kit.

Utility Tray-B1

Provides an additional work surface extension for document preparation, keyboard, Voice Guidance or Voice Operation Kit.



Serial #	Model #	Install Location	Account #	Contract #	Meter Collection Type	Install Date
3KG00965	IRADVDC584	1155 E 9TH ST BLDG E,SENIOR SVCS,,,RENO, WASHOE, NV - 89512	1850942	2897875	imageWARE	7-Apr-22

			Monthly Counts		
			Total Count	B/W	Color
5-Feb-26	imageWARE	Total (Hard Read)	368135	10073	5768
		BW (Hard Read)	180876	4305	
5-Jan-26	imageWARE	Total (Hard Read)	358062	6224	3180
		BW (Hard Read)	176571	3044	
5-Dec-25	imageWARE	Total (Hard Read)	351838	6087	3473
		BW (Hard Read)	173527	2614	
5-Nov-25	imageWARE	Total (Hard Read)	345751	8831	5667
		BW (Hard Read)	170913	3164	
5-Oct-25	imageWARE	Total (Hard Read)	336920	7894	4428
		BW (Hard Read)	167749	3466	
5-Sep-25	imageWARE	Total (Hard Read)	329026	9673	4787
		BW (Hard Read)	164283	4886	
5-Aug-25	imageWARE	Total (Hard Read)	319353	7784	3957
		BW (Hard Read)	159397	3827	
5-Jul-25	imageWARE	Total (Hard Read)	311569	5156	2432
		BW (Hard Read)	155570	2724	
5-Jun-25	imageWARE	Total (Hard Read)	306413	6232	3380
		BW (Hard Read)	152846	2852	
5-May-25	imageWARE	Total (Hard Read)	300181	4590	1769
		BW (Hard Read)	149994	2821	
5-Apr-25	imageWARE	Total (Hard Read)	295591	3758	1951
		BW (Hard Read)	147173	1807	
5-Mar-25	imageWARE	Total (Hard Read)	291833	2591	1575
		BW (Hard Read)	145366	1016	
5-Feb-25	imageWARE	Total (Hard Read)	289242		
		BW (Hard Read)	144350		

Average Monthly 6574.416667 3043.833333 3530.583333

Reno Senior Center - Reception - 1155 E. 9th St., Reno, NV 89512

Monthly Lease \$199 48 mo term

Model DX C3935i

	Monthly Avg	Cost Per Copy	Monthly Cost	Quarterly Cost
B/W	3044	\$ 0.00909	\$ 27.67	\$ 83.01
Color	3531	\$ 0.06246	\$ 220.55	\$ 661.64
Total Quarterly Cost				\$ 744.65
Rounded Up Quarterly Cost				\$750
Estimated per copy cost 48 month term (16 quarters)				\$12,000



RE: Senior Copier Renewals

From Smith Jr., James C. <JaSmith@washoecounty.gov>

Date Thu 2/5/2026 4:05 PM

To Chambers, Megan <MChambers@washoecounty.gov>; Badolato, Abby <ABadolato@washoecounty.gov>; Bhakta, Joti <jBhakta@washoecounty.gov>

I think that size is sufficient.



Jim Smith

Senior Services Office Supervisor | Human Services Agency

jasmith@washoecounty.gov | Direct: (775) 433-4912

1155 E. Ninth St. Building E, Reno, NV 89512



Serving Children, Adults and Seniors

From: Chambers, Megan <MChambers@washoecounty.gov>

Sent: Thursday, February 5, 2026 4:04 PM

To: Smith Jr., James C. <JaSmith@washoecounty.gov>; Badolato, Abby <ABadolato@washoecounty.gov>; Bhakta, Joti <jBhakta@washoecounty.gov>

Subject: Re: Senior Copier Renewals

Hi Jim! Would you need to print flyers/posters larger than 12x18"?

Click this [link](#) to submit an HSA Facilities request

To report a facility maintenance emergency, please call 775-328-2170 during business hours or 775-328-2160 after-hours



Megan Chambers

Senior Office Specialist | Facilities, Tech and Admin | Human Services Agency

mchambers@washoecounty.gov | Office: 775.276.7474

Supervisor: Jibri Sharp, 775.379.3737

350 S. Center St., Reno, NV 89501



Serving Children, Adults and Seniors

From: Smith Jr., James C. <JaSmith@washoecounty.gov>
Sent: Thursday, January 8, 2026 4:39 PM
To: Chambers, Megan <MChambers@washoecounty.gov>; Badolato, Abby <ABadolato@washoecounty.gov>; Bhakta, Joti <jBhakta@washoecounty.gov>
Subject: RE: Senior Copier Renewals

Hi Megan,

We would definitely like another color unit with finishing and staples, as well as collating. If it could also handle larger size poster paper that might be helpful for flyers and notices around the Senior Center. Not sure if that is in the budget.

Thank you,



Jim Smith
Senior Services Office Supervisor | Human Services Agency
jasmith@washoecounty.gov | Direct: (775) 433-4912
1155 E. Ninth St. Building E, Reno, NV 89512

Serving Children, Adults and Seniors

From: Chambers, Megan <MChambers@washoecounty.gov>
Sent: Wednesday, January 7, 2026 4:18 PM
To: Smith Jr., James C. <JaSmith@washoecounty.gov>; Badolato, Abby <ABadolato@washoecounty.gov>; Bhakta, Joti <jBhakta@washoecounty.gov>
Subject: Senior Copier Renewals

Hi there!

The contracted copiers at Senior are both up for renewal soon, so I was going to start getting some quotes. We typically get quotes for comparable new models, but if there is something specific you need, just let me know. Both the reception copier and the one in building C are up for renewal 2/28/26.

Thank you!

Click this [link](#) to submit an HSA Facilities request

To report a facility maintenance emergency, please call 775-328-2170 during business hours or 775-328-2160 after-hours



Megan Chambers
Senior Office Specialist | Facilities, Tech and Admin | Human Services Agency
mchambers@washoecounty.gov | Office: 775.276.7474
Supervisor: Jibri Sharp, 775.379.3737
350 S. Center St., Reno, NV 89501


Serving Children, Adults and Seniors