



July 18, 2023

To: Barnaby Peake, Executive Director
 From: Gus Salazar, Director of Graphics and Marketing
 CC: Dena Florez, Associate Executive Director
 RE: Purchase of iMac

After reviewing the existing computer systems in the ASI Office – Studio 47 Graphics Area, I assessed that we lack the proper equipment to meet the department's needs as our marketing expands through various engagement avenues and internal growth. In the next couple of weeks, we will be onboarding new graphics students, *Social Media & Outreach assistant*, and an *Outreach and Distribution Assistant*, and we are short of a Mac Station. Due to software licensing and customization, each student is assigned a workstation to work from. The current iMac Pro I worked from can deliver sufficient power to render stunning graphics and video to showcase our programming and resources efforts, which would assist our new students. Therefore, I would request a new Apple Mac Pro to replace the current machine with a similar system's capacity to continue supporting ASI and the Marketing team.

Attached please find Administration's proposal for:

\$11,279.00	Mac Purchase
\$1,114.16	Taxes
\$449.99	Apple Care+

\$12,842.16	Total Request

Monitor	
\$2,199.00	Studio Display
\$129.00	Apple Care+

Total Request \$15,396.32

We hope these figures provide all the necessary information for the committee to decide in favor of purchasing the new systems.

Thank you in advance.