



**SPENDING AUTHORIZATION FORM**

Pursuant to Whitestown Ordinance No. 2024-08, all purchases over \$25,000 must be pre-approved by a body having authority to approve claims.

Name of Requestor: \_\_\_\_\_ Department: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_ Budget Line Number: \_\_\_\_\_

General Description of Purchase (Attach additional materials as appropriate):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor: *Michael W. Kistner*

**Clerk-Treasurer Office Verification:**

Sufficient funds are available in the budget line numbers set forth above for the purchase amount requested above:

Signature of Clerk-Treasurer Designee: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Board Approval:**

On \_\_\_\_\_, the \_\_\_\_\_ of the Town of Whitestown approved the above requested spending authorization in an amount not to exceed \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature of Board President or Secretary

\*All payments must follow applicable claims approval procedures.  
\*\*Requestor is responsible for ensuring any applicable bidding procedures (statute and/or ordinance) are followed.

## Microsoft License purchase line items

TOWN\_TOTAL \$22,324.00 BUDGET LINE NUMBER 1101.018313

FIRE DEPT\_ TOTAL \$6,768.00\_ BUDGET LINE NUMBER 2500.362356

POLICE DEPT\_ TOTAL \$11,616.00 \_ BUDGET LINE NUMBER\_ 2240.200393

UTILITIES DEPT\_ TOTAL \$6,168.00\_ BUDGET LINE 50/50 split between Sewer and Water

# Quote with Annual Billing Period

## Annual Microsoft Licenses

### Annual Fees

Item	Qty	Price	Total
<input checked="" type="checkbox"/> <b>Microsoft 365 Audio Conferencing [NCE] - Annual Commit</b> <i>Optional</i> MS 365 Audio Conferencing (New Commerce Experience)	1	\$40.00	<b>\$40.00<sup>†</sup></b> Selected
<input checked="" type="checkbox"/> <b>Microsoft 365 Business Basic [NCE] - Annual Commit</b> <i>Optional</i> Microsoft 365 Business Basic [NCE] - Annual Commit	83	\$72.00	<b>\$5,976.00<sup>†</sup></b> Selected
<input checked="" type="checkbox"/> <b>Microsoft 365 Business Premium [NCE] - Annual Commit</b> <i>Optional</i> Microsoft 365 Business Premium [NCE] - Annual Commit	153	\$264.00	<b>\$40,392.00<sup>†</sup></b> Selected
<input checked="" type="checkbox"/> <b>Microsoft 365 Visio Plan 2 [NCE] - Annual Commit</b> <i>Optional</i> Empowers users to create professional-grade diagrams and flowcharts with advanced templates, real-time collaboration, and integration with Microsoft 365 apps—ideal for visualizing complex processes, IT architecture, and business workflows with enterprise-grade security and cloud access.	1	\$180.00	<b>\$180.00<sup>†</sup></b> Selected
<input checked="" type="checkbox"/> <b>Microsoft 365 Exchange Online (Plan 2) [NCE] - Annual Commit</b> <i>Optional</i> Delivers enterprise-grade email hosting with 100 GB mailboxes, unlimited archiving, advanced data loss prevention, and in-place hold capabilities—ideal for organizations that require robust compliance and security features in a scalable cloud-based solution.	3	\$96.00	<b>\$288.00<sup>†</sup></b> Selected

<sup>†</sup> Non-taxable item

**Total Annually** **\$46,876.00 USD**

Please contact us if you have any questions.