

April 9, 2021

To: Finance Committee
From: Dena Florez, Associate Executive Director
Gus Salazar, Director of Graphics & Marketing

Subject: ASI Admin Additional Funding Request – NTE \$50,000

Breakdown of the request:

A.	Enclose Storage	\$ 15,000.00	Remodel the ASI Storage so we can move items to storage and remodel the conference room to a smart room
B.	Graphics	\$ 35,000.00	Working with the University to get a Konica Minolta copier. Konica Minolta would cost about \$35K.
	Total Amount Requested	\$50,000	

A. Enclose Storage - \$15,000.00

This is Phase I of a current office project. ASI has a storage space downstairs in the loading dock area. We would like to enclose the storage to keep the element and critters out. Enclosing would be top and two sides. The enclosure will also include a drainage system so when it rains the water drains out. By enclosing the downstairs storage, we will be able to move our items out of the conference room and safely keep them downstairs. Phase II would be presented at 3&9 (2021-2022) and that is to make our conference room a fully functional conference room.

B. Graphics - \$20,000-\$35,000

The funding is for the purchase of a Konica Minolta. Currently ASI participates in the University fleet copier program, which provides the Toshiba copiers/printers that we have. The current machine issued by Toshiba is not up to standard with ASI marketing production. The current printers lack features and is not able to load basic production media to increase our in house production. Toshiba and University Admin informed ASI that the current printer cannot perform, and alternatives should be look at. The model of the copier being researched is approximately \$35K. ASI will still be participating in the fleet program, as we will still keep the front copier/printer for standard needs.