

WILLIS THOMPSON
MAYOR

THOMAS "T.J." MAYFIELD
WARD 1 ALDERMAN



VICKIE BAILEY
WARD 2 ALDERWOMAN

City of Vicksburg

1401 WALNUT STREET | VICKSBURG, MS 39181 | (601)636-3411

October 20, 2025

Board of Mayor and Aldermen
City of Vicksburg
Vicksburg, Mississippi 39181-0150

Gentlemen:

Attached is a copy of requisition number **2600432**, in the amount of **\$69,150.10** written to CDW Government, Inc., of Chicago, IL for the Microsoft Office 365 Yearly Subscription for the I.T. Department.

State contract # **8200000940**

Funds were allocated and available.

I respectfully request the Board of Mayor and Aldermen of the City of Vicksburg authorize this payment of services.

Thank you for your consideration in the matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Tara Brown", with a long, sweeping horizontal line extending to the right.

Tara Brown
Purchasing Director

Attachment

Incorporated 1825

City Website: <http://www.vicksburg.org>

Requisition Entry [CITY OF VICKSBURG]



Requisition Entry [CITY OF VICKSBURG]

Main Terms/Miscellaneous

Main Information

Dept/Loc * 191 INFORMATION TECHNOLOGIES
Fiscal year * 2026 ☐ Current ☒ Next
Requisition number * 2600432
General commodity 150 COMPUTER SOFTWARE
General description Annual Microsoft 365 Subscription

[General Notes](#)

Status 0 Converted
Needed by
Entered * 10/15/2025 By areddix
PO expiration
Receive by ☒ Quantity ☐ Amount

☐ Three way match required☐ Inspection required By

Vendor Information

Vendor 10478 ☒ ☐ Committed
Name CDW GOVERNMENT, INC.
PO mailing 1 CDW GOVERNMENT, INC.
75 REMITTANCE DRIVE
SUITE 1515

CHICAGO IL 60675-1515

Delivery method Print ☐ Fax ☐ E-Mail

Remit 1 ☒ CDW GOVERNMENT, INC.

[Vendor/Sourcing Notes](#)[Vendor Quotes \(0\)](#)

Shipping Information

Ship to * 191
IT DEPARTMENT
805 SOUTH STREET
VICKSBURG MS 39180
Email
Reference

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
1	15010				Annual Office 365 Suite G1 and G3 Licenses Contrac	(10478) CDW GOVERNMENT, INC.

Asterisk indicates that additional notes exist for the line item.