



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS

PURCHASE ORDERED ISSUED TO
781827

MailFinance
25881 Network Pl
Chicago IL 60673-1258

DATE
9/12/2013
F.O.B. POINT

PURCHASE ORDER NO.
186267 - 000- OP
REQUISITION NO.
00109339 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Sheriff - Court Serv Dpt-- Rm 705
Richard J. Daley Center
50 W. Washington Street - RM 705
Chicago IL 60602-3002

DELIVERY INSTRUCTIONS
VINCE COOK 312-603-
4567

DEPT NO	
2301028	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	LEASE OF E-CERTIFIED MAIL MACHINE. CERTIFIED MAIL MACHINE, LOCATED AT SHERIFF'S CIVIL PROCESS OFFICE ROOM 701, R, J. DALEY CENTER. LEASE TERM AGREEMENT IS FOR 24 MONTHS.	24.00 MO	650.0000	15,600.00	2301028.550020
***** Total Order *****				15,600.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

CHIEF PROCUREMENT OFFICER

Date:

John E. [Signature] 3 OCT 2013

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Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

186267

Requisition # **OR 109339** Contract #

Ship To: 8000915 Sheriff - Court Serv Dpt - Rm
Richard J. Daley Center
50 W. Washington Street - RM 7
Chicago IL 60602-3002

Supplier: 781827 MailFinance Inc (fmlfinancepost L
25881 Network Pl
Chicago IL 60673-1258

Buyer Number: 299999 TEAM LEAD MAILBOX
Bid/Sole Src Code: SSV
Business Unit: 2301028
Internal Req Number: 32300006
Board Apr Date & Item: 5/29/2013
Requestion Date: 5/29/2013
Date Needed: 5/29/2013

One Time Purchase Yes No: Covers Need for months, Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line # Commodity Description Bal. on Hand Quantity QOM Est. Unit Cost Extended Cost Business Unit and Object Account

1,000 981 LEASE OF E-CERTIFIED MAIL MACHINE: 24.00 MO 650.0000 15,600.00 2301028.550020
CERTIFIED MAIL MACHINE TO BE LOCATED AT SHERIFFS CIVIL PROCESS OFFICE
ROOM 701. LEASE IS TO BE FOR 24 MONTHS.

Total of Items Ordered 15,600.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dep't, org, account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

Debra Stenora
BUREAU or DEPARTMENT HEAD

ACCT # _____

DATE _____ BY _____

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2013 AUG 12 PM 4: 07