



**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  
471513

Pitney Bowes Inc  
P O Box 371887  
Pittsburgh PA 15250-7887

DATE  
10/8/2013  
F.O.B. POINT

PURCHASE ORDER NO.  
**186495 - 000- OP**  
REQUISITION NO.  
00110576 OR

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

**SHIP TO** Assessor - Administration  
Cook County Building  
118 N. Clark Street - RM 314  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**  
Victoria LaCalamita (312) 603-7514

DEPT NO	
0401422	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Service, Maintenance and lease services for Mailing System and (1) folding/inserting machine. Rental Period:06/30/2013 thru 09/30/2013 Invoice # 7465579-SP13	1.00 EA	6,345.0000	6,345.00	0401422.550020
***** Total Order *****				6,345.00	

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:

*Shirley M. ...* 14 OCTOBER 2013

80

**Purchase Requisition**  
Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number  
**186495**

85 ncr

Requisition # **OR 110576** Contract # **1385-1319** Open Date

Ship To: 8000188 Assessor - Administration  
Cook County Building  
118 N. Clark Street - RM 314  
Chicago IL 60602-1304

Buyer Number 299999 TEAM LEAD MAIL BOX  
Bid/Sole Src Code SSV  
Business Unit 0401422  
Internal Req Number 3040 0027  
Board App Date & Item 9/17/2013  
Requisition Date 9/17/2013  
Date Needed 9/17/2013

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	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	928 Payment for services	<	>	1.00	EA	6,345.0000	0401422.550020
Maintenance and lease services for the mail machine and (1) folding/inserting machine during the period of 09/30/2013 thru 09/30/2013							
<b>Total of Items Ordered</b>							<b>6,345.00</b>

**CERTIFICATION**  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the department account & activity numbers indicated above accurately reflect the specific line item budget appropriation and the Cook County Commissioners and their legal successor unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

*[Signature]*

ACCT #

DATE

BY