



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  
81137

Warehouse Direct  
2001 S Mount Prospect Road  
Des Plaines IL 60018

DATE  
4/22/2014  
F.O.B. POINT

PURCHASE ORDER NO.  
188300 - 000- OP  
REQUISITION NO.  
00112857 OR

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

SHIP TO Judiciary - Administration  
Richard J. Daley Center  
50 W. Washington Street RM 2600  
CHICAGO IL 60602-3002

DELIVERY INSTRUCTIONS  
DAVID SMID (312) 603-3083 50  
W WASHINGTON, #2600A, 60602

DEPT NO  
3100809 Page 1 of 4

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	BOOK, JOURNAL DAILY STANDARD JOURNAL 2015 Daily Standard Journal, 7 11/16" x 12 1/8" One Day Per Page Journal Ruled, Full Bound Red Moire Vinyl, Plain Edge Cover Title Design Stamped in Gold Foil Year 2015 Keith Clark SD377	655.00 EA	16.4900	10,800.95	3100809.530605
2.00	BOOK, JOURNAL DAILY JOURNAL, HARDCOVER 2015 Daily Journal, Hardcover 5 3/4" x 8 1/4" One Day Per Page Felnt Ruled Perfect Binding With Hard, Red Lizard- Like Cover Year 2015 Brownline CB389.Red-13	40.00 EA	11.4900	459.60	3100809.530605
3.00	BOOK, WEEKLY APPOINTMENT DAYMINDER 2015 Day Minder Weekly Appointment Book 8" x 11" Quarter Hour Appointments 7:00AM to 9:45PM (Sat. to 6:45PM) One Week Per Spread, Sat./Sun. combined Black Simulated Leather Wirebound Non - Refillable Year 2015 Keith Clark G520	178.00 EA	7.2500	1,290.50	3100809.530605
4.00	BOOK WEEKLY APPOINTMENT DAYMINDER, WIREBOUND 2015 Day Minder Weekly Appointment Book, Wirebound 4 7/8" x 8" Printed on quality paper containing 30%	650.00 EA	6.1500	3,997.50	3100809.530605

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 G. M.* 2 May 2014

*SM*



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COUNTY OF COOK**

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Page 2 of 4

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

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
5.00	<p>post-consumer waste 12 months (January - December) Hourly appointments, 8:00 a.m. - 5:00 p.m.; one week per two-page spread Past, current and two future months reference Year 2015 At A Glance G-200</p> <p>BOOK, DAILY APPOINTMENT DAYMINDER 2015 Day Minder Daily Appointment Book 4 7/8" x 8" One weekday per page Quarter-hourly appointments 7:00 AM to 7:45 PM Black simulated Leather Wirebound Non-Refillable Year 2015 At A Glance G100-00</p>	135.00 EA	8.2900	1,119.15	3100809.530605
6.00	<p>PAD, DESK CALENDAR 2015 Non - Refillable Desk Pad Calendar Full Year Reference Calendar at Bottom of Page Size: 22" x 17" Black Paper Headband Ruled Daily Squares, One Month Per Page Year 2015 Kelth Clark SK24</p>	1,025.00 EA	1.4200	1,455.50	3100809.530605
7.00	<p>REILL, CALENDAR 2015 Calendar Refill 3 1/2" x 6" Pad Two (2) Pages for Each Day with Left Hand Page Ruled for Appointments at Half Hour Intervals Year 2015 Kelth Clark E717-50-00</p>	673.00 EA	.8200	551.86	3100809.530605
8.00	<p>MONTHLY PLANNER DAYMINDER 2015 2015 Day Minder Imprint on cover to read '2014' Two Page Spread Monthly Calendar with Ruled Squares for Notes Appointments Squares are 1 11/16", Overall Size of Printing for Each Page 12 Months Jan. 2014 - Dec. 2014 MEAD # G-400-00 or comparable to</p>	825.00 EA	2.4200	1,996.50	3100809.530605
9.00	<p>WALL PLANNER YEARLY 2015 2015 Yearly Reversible/Erasable Horizontal/Vertical Calendar Term: January - December Color Printing Features - Red and Blue, Shaded weekends Daily Block Ruled/Unruled - Unruled / Page</p>	30.00 EA	8.7100	261.30	3100809.530605



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Page 3 of 4

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

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
10.00	<p>Size - 24 x 36 At A Glance AAGPM2628</p> <p>MONTHLY PLANNER RECYCLED 2015 2015 Recycled Imprint on cover to read '2015" One Month Per Two-Page Spread Six-month reference on each spread in columnar format 9" x 11" Simulated Leather At A Glance AAG7026005 **</p> <p>MUST BE AN INSIDE DELIVERY TO THE FOLLOWING LOCATIONS. ITEMS WILL BE DELIVERED TO THE SPECIFIED OFFICES LISTED BELOW. *</p> <p>Estimated total deliveries: 6 Quantities to each location will be determined at the time of order. *</p> <p>Office of the Chief Judge (SEE ATTACHED DOCK ACCESS FORMS AND INSURANCE REQUIREMENTS 50 W. WASHINGTON ST. ) 50 W. Washington St Suite 2600-A Chicago, IL 60602 312 603-6480 Attn: Ernest Romano **</p> <p>Adult Probation Warehouse 4545 W. Cermak Cook County, Description Chicago, IL 60623 Attn: Russ Kroll Phone #312-257-9997 **</p> <p>Forensic Clinical Services 2650 S. California Room 1001 Chicago, IL 60608 Elena Tapla (773) 674-6122 **</p> <p>George Walker Cook County Court/Juvenile Probation 1100 S. Hamilton Room c042jw Chicago, IL 60612 (312)433-6709 **</p> <p>Social Services Department 2650 S. California Ave. 9th Floor Chicago, IL 60608 Attn: Mary Rose Heffernan 773-674-6027 **</p> <p>Public Guardian's Office Director of Administration</p>	35.00 EA	4.9200	172.20	3100809.530605



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**DATE**  
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**F.O.B. POINT**

**PURCHASE ORDER NO.**  
**188300 - 000- OP**

**REQUISITION NO.**  
00112857 OR

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

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
	69 W. Washington, Suite 700 Chicago, IL. 60602 312 603-0788 Celestin Nounkwa, CPA ** DO NOT DELIVER ITEMS UNLESS NOTIFIED VIA WRITTEN REQUEST BY THE USING DEPARTMENT. PAYMENT WILL BE MADE ONLY FOR ITEMS THAT HAVE BEEN DELIVERED.				
		*****	Total Order	*****	22,105.06

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

Purchase Order Number

Requisition # **OR 112857**

Contract # **1481-13552**

Open Date

Ship To: 8000461 Judiciary - Administration  
Richard J. Daley Center  
50 W. Washington Street RM 280  
CHICAGO IL 60602-3002

Delivery Instructions:  
DAVID SMID  
312 603-3083

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code NCR  
Business Unit 3100809  
Internal Req Number 4310-017  
Board App Date & Item  
Requisition Date 3/10/2014  
Date Needed 3/10/2014

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

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1,000 615	BOOK, JOURNAL Daily Standard Journal, 7 11/16" x 12 1/8" One Day Per Page Journal Ruled, Full Bound Red Moire Vinyl, Plain Edge Cover Title Design Stamped in Gold Foil Year 2015 Keith Clark SD377	<	>		695.00 EA	16.2500	10,643.75 3100809.530605
2,000 615	BOOK, JOURNAL Daily Journal, Hardcover 5 3/4" x 8 1/4" One Day Per Page Faint Ruled Perfect Binding With Hard, Red Lizard-Like Cover Year 2015 Brownline CB389, Red-13	<	>		40.00 EA	11.0000	440.00 3100809.530605
3,000 615	BOOK, WEEKLY APPOINTMENT Day Minder Weekly Appointment Book 8" x 11" Quarter Hour Appointments 7:00AM to 8:45PM (Sat. to 8:45PM)	<	>		178.00 EA	7.0000	1,246.00 3100809.530605

**CERTIFICATION**

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the total amount of the requisition is within the budget appropriation approved by the unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD



# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

**Requisition # OR 112857 Contract #**

Open Date

Ship To: 8000461 Judiciary - Administration  
 Richard J. Daley Center  
 50 W. Washington Street RM 260  
 CHICAGO IL 60602-3002

Delivery Instructions:  
 DAVID SMID  
 312 603-3083

Supplier: 289999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80  
 Bid/Sole Src Code NCR  
 Business Unit 3100809  
 Internal Req Number 4310-017  
 Board App Date & Item  
 Requisition Date 3/10/2014  
 Date Needed 3/10/2014

One Time Purchase Yes No Covers Need for \_\_\_\_\_ months. Specific Period of time thru \_\_\_\_\_

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
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One Week Per Spread, Sat/Sun, combined  
 Black Simulated Leather Wirebound  
 Non - Refillable  
 Year 2015  
 Keith Clark G520

4.000	615	BOOK WEEKLY APPOINTMENT	DAYMINDER, WIREBOUND 2015	<	>	650.00	EA	6.0000	3,900.00	3100809.530605
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Day Minder Weekly Appointment Book, Wirebound  
 4 7/8" x 8"  
 Printed on quality paper containing 30% post-consumer waste  
 12 months (January - December)  
 Hourly appointments, 8:00 a.m. - 5:00 p.m.; one week per two-page spread  
 Past, current and two future months reference  
 Year 2015  
 At A Glance G-200

5.000	615	BOOK, DAILY APPOINTMENT	DAYMINDER 2015	<	>	135.00	EA	8.2500	1,113.75	3100809.530605
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Day Minder Daily Appointment Book  
 4 7/8" x 8"  
 One weekday per page  
 Quarter-hourly appointments 7:00 AM to 7:45 PM  
 Black simulated Leather Wirebound

**CERTIFICATION**

I hereby certify that the items and/or services above are necessary to the department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and that the specific line item number and balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER \_\_\_\_\_ BUREAU or DEPARTMENT HEAD \_\_\_\_\_

ACCT # \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

**Requisition # OR 112857 Contract #**

Open Date

Ship To: 8000461

Judiciary - Administration  
Richard J. Daley Center  
60 W. Washington Street RM 260  
CHICAGO IL 60602-3002

Delivery Instructions:  
DAVID SMID  
312 603-3083

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number: 724149 Supervisor 80  
Bid/Sole Src Code: NCR  
Business Unit: 3100809  
Internal Req Number: 4310-017  
Board App Date & Item:  
Requisition Date: 3/10/2014  
Date Needed: 3/10/2014

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
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Non-Refillable  
Year 2015  
At A Glance G100-00

6.000 615

PAD, DESK CALENDAR

2015

<

>

1025.00 EA

1.4000

1,435.00

3100809.530605

Non - Refillable Desk Pad Calendar,  
Full Year Reference Calendar at Bottom of Page  
Size: 22" x 17"  
Black Paper Headband  
Ruled Daily Squares, One Month Per Page  
Year 2015  
Keith Clark SK24

7.000 615

REILL, CALENDAR

2015

<

>

673.00 EA

.8000

538.40

3100809.530605

Calendar Refill  
3 1/2" x 6" Pad  
Two (2) Pages for Each Day with Left Hand Page Ruled  
for Appointments at Half Hour Intervals  
Year 2015  
Keith Clark E717-50-00

8.000 615

MONTHLY PLANNER

DAYMINDER 2015

<

>

825.00 EA

2.4000

1,980.00

3100809.530605

CERTIFICATION:  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account number, activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE

BY

ACCT #

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

Requisition # **OR 112857** Contract #

Open Date

Ship To: 8000461

Judiciary - Administration  
Richard J. Daley Center  
50 W. Washington Street RM 260  
CHICAGO IL 60602-3002

Delivery Instructions:  
DAVID SMID  
312 603-3083

Supplier: 2899999

TEAM LEAD MAILBOX

Buyer Number: 724149 Supervisor 80  
Bid/Sole Src Code: NCR  
Business Unit: 3100809  
Internal Req Number: 4310-017  
Board Apr Date & Item  
Requisition Date: 3/10/2014  
Date Needed: 3/10/2014

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
--------	-----------------------	-------------	----------	-----	----------------	---------------	----------------------------------

2015 Day Minder  
Imprint on cover to read '2014'  
Two Page Spread Monthly Calendar with Ruled Squares for Notes  
Appointments Squares are 1 1/16", Overall Size of  
Printing for Each Page 12 Months Jan. 2014 - Dec. 2014  
MEAD # G-400-00 or compatible to

9.000.615	WALL PLANNER	<	>	30.00	EA	20.0000	600.00 3100809.530605
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2015 Yearly  
Reversible/Erasable Horizontal/Vertical  
Calendar Term: January - December  
Color Printing Features - Red and Blue, Shaded weekends  
Daily/Block Ruled/Unruled - Unruled / Page Size - 24 x 36  
At A Glance AAGPM2628

10.000.615	MONTHLY PLANNER	<	>	35.00	EA	20.0000	700.00 3100809.530605
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2015 Recycled  
Imprint on cover to read '2015'  
One Month Per Two-Page Spread  
Six-month reference on each spread in columnar format  
9" x 11" Simulated Leather  
At A Glance AAG7026005

**CERTIFICATION**  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no. account numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER \_\_\_\_\_ BUREAU or DEPARTMENT HEAD \_\_\_\_\_

DATE \_\_\_\_\_ BY \_\_\_\_\_

ACCT # \_\_\_\_\_

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

Requisition # **OR 112857** Contract #

Open Date

Ship To: 8000461

Judiciary - Administration  
Richard J. Daley Center  
50 W. Washington Street RM 260  
CHICAGO IL 60602-3002

Delivery Instructions:  
DAVID SMID  
312 603-3033

Supplier: 299899 TEAM LEAD MAILBOX

Buyer Number: 724149 Supervisor 80  
Bid/Sole Src Code: NCR  
Business Unit: 3100809  
Internal Req Number: 4310-017  
Board App Date & Item: 3/10/2014  
Requisition Date: 3/10/2014  
Data Needed: 3/10/2014

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
--------	-----------------------	--------------	----------	-----	----------------	---------------	----------------------------------

\*\* MUST BE AN INSIDE DELIVERY TO THE FOLLOWING LOCATIONS. ITEMS WILL BE DELIVERED TO THE SPECIFIED OFFICES LISTED BELOW.

Estimated total deliveries: 6  
Quantities to each location will be determined at the time of order.

Office of the Chief Judge (SEE ATTACHED DOCK ACCESS FORMS AND INSURANCE REQUIREMENTS 50 W. WASHINGTON ST.)  
50 W. Washington St  
Suite 2600-A  
Chicago, IL 60602  
312 603-6480  
Attn: Ernest Romano

Adult Probation Warehouse  
4545 W. Cermak  
Chicago, IL 60623  
Attn: Russ Kroil  
Phone #312-257-9997  
Forensic Clinical Services  
2650 S. California  
Room 1001 Chicago, IL 60608

CERTIFICATION  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that this dept. has the budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER BUREAU or DEPARTMENT HEAD

ACCT # \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

Requisition # **OR 112857** Contract #

Ship To: 8000461 Judiciary - Administration  
Richard J. Daley Center  
50 W. Washington Street RM 260  
CHICAGO IL 60602-3002

Delivery Instructions:  
DAVID SMID  
312 603-3083

Supplier: 299999 TEAM LEAD MAILBOX  
312 603-3083

Buyer Number: 724149 Supervisor: 80  
Bid/Sole Src Code: NCR  
Business Unit: 3100809  
Internal Req Number: 4310-017  
Board Apr Date & Item:  
Requisition Date: 3/10/2014  
Date Needed: 3/10/2014

Open Date

Expiration Date: \_\_\_\_\_ Emergency No. \_\_\_\_\_

One Time Purchase Yes No Covers Need for \_\_\_\_\_ months. Specific Period of time \_\_\_\_\_ thru \_\_\_\_\_

Prior Contract No. \_\_\_\_\_

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

61ena Tapia (773) 674-6122  
\*\*  
George Walker  
Cook County Court/Juvenile Probation  
1100 S. Hamilton  
Room 6042W  
Chicago, IL 60612  
(312)433-6709  
\*\*

Social Services Department  
2650 S. California Ave. 9th Floor  
Chicago, IL 60608  
Attn: Mary Rose Helfman  
773-674-6027  
\*\*  
Public Guardian's Office  
Director of Administration  
89 W. Washington, Suite 700  
Chicago, IL 60602  
312 603-0788  
Celestin Nourkwa, CPA  
\*\*

DO NOT DELIVER ITEMS UNLESS NOTIFIED VIA WRITTEN REQUEST BY THE USING DEPARTMENT.

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dep't, no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER: \_\_\_\_\_ BUREAU or DEPARTMENT HEAD: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

ACCT # \_\_\_\_\_

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

Requisition # **OR 112857** Contract #

Open Date

Ship To: 8000461

Judiciary - Administration  
Richard J. Daley Center  
50 W. Washington Street RM 280  
CHICAGO IL 60602-3002

Delivery Instructions:  
DAVID SMID  
312 603-3083

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80  
Bid/Sale Src Code NCR  
Business Unit 3100809  
Internal Req Number 4310-017  
Board App Date & Item  
Requisition Date 3/10/2014  
Date Needed 3/10/2014

One Time Purchase Yes  No  Covers Need for \_\_\_\_\_ months. Specific Period of time \_\_\_\_\_ thru \_\_\_\_\_

Line # Commodity Description

Bal. on Hand Quantity UOM Est. Unit Cost

Prior Contract No. Expiration Date

Emergency No. Extended Cost Business Unit and Object Account

PAYMENT WILL BE MADE ONLY FOR ITEMS THAT HAVE BEEN DELIVERED.

Total of Items Ordered

22,596.90

**CERTIFICATION**  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

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APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUESTIONER

BUREAU or DEPARTMENT HEAD

ACCT #

DATE

BY