



**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
795481
THE HYATT LODGE AT MCDONALD
2815 JORIE BLVD
OAK BROOK IL 60523

DATE
2/26/2014
F.O.B. POINT

PURCHASE ORDER NO.
187844 - 000- OP
REQUISITION NO.
00111800 OR

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

SHIP TO Cook County Public Defender Cook County Administration Offices 69 W Washington 16th Fl CHICAGO IL 60602	DELIVERY INSTRUCTIONS NANCY AHL (312) 603-0697	DEPT NO	Page 1 of 1
		2600871	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	DEPOSIT REQUIRED TO SECURE THE USE OF THE HYATT LODGE FACILITIES (HAMBURGER UNIVERSITY), AUDIO VISUAL EQUIPMENT AND AUDIO VISUAL SUPPORT FOR THREE DAY ANNUAL TRAINING PROGRAM TO BE HELD 8/25/14 THROUGH 8/28/14 FOR APPROXIMATELY 300 EMPLOYEES, MOST OF WHOM ARE ATTORNEYS WHO ARE REQUIRED TO ATTAIN APPROVED TRAINING IN ORDER TO COMPLY WITH ILLINOIS CONTINUING LEGAL EDUCATION REQUIREMENT'S ESTABLISHED BY THE ILLINOIS SUPREME COURT. AMOUNT AUTHORIZED:\$40,000.00 TOTAL ENCUMBRANCE INCLUDING THIS PO: \$20,000.00 BALANCE TO FOLLOW ON SEPARATE PO	1.00 JB	20,000.0000	20,000.00	2600871.501865
***** Total Order *****				20,000.00	

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:** *Jan 9 M 26 February 2014*
exh

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

181844

Requisition # **OR 111800** Contract # **1485-13363**

Open Date

Ship To: 8000251	Cook County Public Defender	Delivery Instructions:	Supplier: 795481	THE HYATT LODGE AT MCDONALD
	Cook County Administration Of	NANCY AHL		2815 JORIE BLVD
	69 W Washington 16th Fl	(312) 603-0697		OAK BROOK IL 60523
	CHICAGO IL 60602			

Buyer Number	NCR
Bid/Sale Src Code	2600871
Business Unit	42600001
Internal Req Number	1220/2013
Board App Date & Item	12/20/2013
Requisition Date	12/20/2013
Date Needed	

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	615 DEPOSIT REQUIRED TO SECURE	<	1.00	JB	20,000.0000	20,000.00	2600871.501865
THE USE OF THE HYATT LODGE FACILITIES (HAMBURGER UNIVERSITY), AUDIO VISUAL EQUIPMENT AND AUDIO VISUAL SUPPORT FOR THREE DAY ANNUAL TRAINING PROGRAM TO BE HELD 8/25/14 THROUGH 8/28/14 FOR APPROXIMATELY 300 EMPLOYEES, MOST OF WHOM ARE ATTORNEYS WHO ARE REQUIRED TO ATTAIN APPROVED TRAINING IN ORDER TO COMPLY WITH ILLINOIS.							Total of Items Ordered
							20,000.00

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 request 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

[Signature]

ACCT # _____

DATE _____

BY _____