



**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  
776732

Neopost Inc  
25880 Network PI  
Chicago IL 60673-1258

DATE  
1/14/2014  
F.O.B. POINT

PURCHASE ORDER NO.  
**187348 - 000- OP**  
REQUISITION NO.  
00111872 OR

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

**SHIP TO** Board of Review (Tax Appeals)  
Cook County Building  
118 N. Clark Street RM 608  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**  
Bruce Sutchar 312-603-6649

DEPT NO	Page 1 of 1
0501254	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Meter Rental Standard meter / Serial # 82037898 Period: 11-17-2013 thru 11-16-2014	1.00 EA	759.3600	759.36	0501254.520270
2.00	Repair of Folding Machine Labor cost - onsite time charge and travel 9-9-2013	1.00 EA	330.0000	330.00	0501254.520270
3.00	Maintenance, Neopost IJ90 Mailing System Serial #3670264 / 680102 Period: 10-17-2013 thru 10-16-2014	1.00 EA	3,933.5000	3,933.50	0501254.520270
***** Total Order *****				5,022.86	

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:

*Shm E. M.* 24 February 2014  
*EM*

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

187348

Requisition # **OR 111872** Contract # **1485-1337L** Open Date

Ship To: 8000200 Board of Review (Tax Appeals)  
 Cook County Building  
 118 N. Clark Street RM 608  
 Chicago IL 60602-1304

Supplier: 776732 Neopost Inc  
 25880 Network Pl  
 Chicago IL 60673-1258

Buyer Number: 724150 Supervisor 40  
 Bid/Sole Src Code: NGR  
 Business Unit: 0501254  
 Internal Req Number: 1350-0002  
 Board Apr Date & Item: Neopost mail vendor  
 Requisition Date: 12/30/2013  
 Date Needed: 12/30/2013

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
1.000 981	Meter Rental Maintenance of Mail and Folding Machine Contact: Bruce Sulcher 312-603-6649	<	1.00	PC	759.3600	759.36	0501254 520270
2.000 928	Repair of Folding Machine	<	1.00	PC	330.0000	330.00	0501254 520270
3.000 928	Maintenance Contract	<	1.00	PC	3,933.5000	3,933.50	0501254 520270
Total of Items Ordered							5,022.86

Recommended Supplier List: A/B Number 776732 Supplier Name Neopost Inc

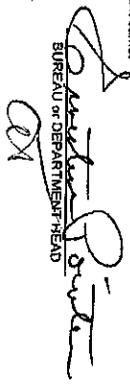
**CERTIFICATION**  
 I hereby certify that the items and/or services above are necessary to the department (or institution) and that the dept., no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners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

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

  
 BUREAU or DEPARTMENT HEAD

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

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

85 NCR