



**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
732913

Kevron Printing & Design
9831 S 78th Ave
Hickory Hills IL 60457

DATE
11/9/2015
F.O.B. POINT

PURCHASE ORDER NO.
193507 - 000- OP
REQUISITION NO.
00121185 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 Board of Commissioners
118 N Clark St Rm 567
Chicago IL 60602

DELIVERY INSTRUCTIONS

Commissioner Sean Morrison Paula R.
Henley 312-603-6564

DEPT NO	
0970117	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<p>Newsletter Cook County Commissioner Newsletter - 17th District The newsletter be 8- 1/2 X 11 document - double sided - four color 80# glossy Mailing list provided - 45,000 addresses Sample needs to be approved before printing Extended Cost includes: Printing Flat Postage **** Per the attached quote number 1522</p>	.00 LO	.0000	17,632.33	0970117.521230
***** Total Order *****				17,632.33	

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. Miller 10 November 2015
CP

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 121185** Contract # **1526-15098**

Open Date

Ship To: 462186 Cook County Board of Commissio
118 N Clark St. Rm 567
Chicago IL 60602

Delivery Instructions:
Commissioner Sean Morrison
Paula R. Henley 312-603-6564

Buyer Number 299999 TEAM LEAD MAIL BOX
Bid/Sole Src Code NCR
Business Unit 0970117
Internal Req Number Requisition #50970018
Board App Date & Item 10/27/2015
Requisition Date 10/27/2015
Date Needed

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

Line #	Commodity	Description	Quantity	UOM	Est Unit Cost	Extended Cost	Business Unit and Object Account
1,000	962	Newsletter REQUISITION # 5097018 Cook County Commissioner Newsletter - 17th District The newsletter be 8- 1/2 X 11 document - double sided - four color Attaching three lists - one for 20,000; a second for 25,000 and a third for 30,000 Would like bids that would include the printing of the newsletter, the preparation for mailing and the mailing costs for each list. Attaching a list of three printers located in the 17th district which would like to be included in the bid process	<	>	LO	.0000	1.00 0970117.521230
Total of Items Ordered							1.00

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 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

Robert B. Webb
REQUISITIONER

Sean Morrison
BUREAU DEPARTMENT HEAD

ACCT # _____
DATE _____ BY _____

2015 OCT 29 AM 8:53