



**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  
78587

DATE  
8/5/2015  
F.O.B. POINT

PURCHASE ORDER NO.  
**192902 - 000- OP**  
REQUISITION NO.  
00120331 OR

Paper Solutions  
417 First Avenue SE  
Cedar Rapids IA 52401

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

**SHIP TO** Clerk of the Circuit Court-Fin Plan&Con  
69 W Washington St 25th Floor  
Chicago IL 60602

**DELIVERY INSTRUCTIONS**  
PRISCILLA THOMAS 312.603.5863  
69 W. WASHINGTON ROOM 2500

DEPT NO	
3350406	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
2.00	PER CONTRACT 1581-14915 COURT DIVERSION ENVELOPES DISTRICTS ONE THROUGH SIX MUST BE INSIDE DELIVERY. THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTING.IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATION.	115.00 M	199.6700	22,962.05	3350406.520500
***** Total Order *****				22,962.05	

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. M.* 12 August 2015  
*W*

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

Purchase Order Number

**192902**

*8/5/15*  
*#2417*

Requisition # **OR 120331** Contract # **1581-14915**

Ship To: **8000087** Clerk of the Circuit Court-Fin  
Skokie Court Building - 2nd Fl  
Chicago IL 60602

Delivery Instructions:  
**PRISCILLA THOMAS 312.603.5863**  
**69 W. WASHINGTON ROOM 2900**

Supplier: **78587** Paper Solutions  
417 First Avenue SE  
Cedar Rapids IA 52401

Buyer Number **724149** Supervisor **80**  
Bid/Sole Src Code **NCR**  
Business Unit **3350406**  
Internal Req Number **53350053**  
Board App Date & Item  
Requisition Date **7/31/2015**  
Date Needed **7/31/2015**

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	966	PRINTING COURT DIVERSION ENVELOPES DISTRICTS ONE THROUGH SIX AS PER SPECIFICATIONS. MUST BE INSIDE DELIVERY. THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATION. REQUISITION # 53350053	<	>		22,962.0500	22,962.05	3350406.520500
Total of Items Ordered							<u>22,962.05</u>	

*115 M*

**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 are accurately reflected in 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

SUBSAL or DEPARTMENT HEAD

*[Signature]*  
*8-5-15*

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

DATE \_\_\_\_\_

BY \_\_\_\_\_