



**OFFICE OF THE PURCHASING AGENT
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
654179

CDW-G
75 Remittance Dr Ste 1515
Chicago IL 60675-5723

DATE
8/8/2012
F.O.B. POINT

PURCHASE ORDER NO.
182459 - 000- OP
REQUISITION NO.
00105006 OR

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

SHIP TO Purchasing Agent - Administration
Cook County Building
118 N. Clark Street - RM 1018
Chicago IL 60602-1304

DELIVERY INSTRUCTIONS

Donna Williams 312-603-4470

DEPT NO	
0301293	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Cannon Capture Perfect 3.0 CD SOFTWARE TO INSTALL DRIVERS ON TWO EXISTING CANNON SCANNERS. AS PER QUOTATION NO. CVKC971 QUOTATION DATE: 7/17/2012	1.00 LO	69.7100	69.71	0301293.540190
		*****	Total Order	*****	69.71

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

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.

PURCHASING AGENT

Date: _____

Caria de la Cruz 8/9/12

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

182459

53 BK NEW

Requisition # **OR 105006** Contract # _____

Open Date

Ship To: 8000881 Purchasing Agent - Administrat
Cook County Building
118 N. Clark Street - RM 1018
Chicago IL 60602-1304

Supplier: 654179 CDW-G
Donna Williams
75 Remittance Dr Ste 1515
Chicago IL 60675-5723

Buyer Number 835192 WILLIAMS, DONNA
Bid/Sole Src Code NCR
Business Unit 0301293
Internal Req Number
Board Apr Date & Item
Requisition Date 7/30/2012
Date Needed 7/30/2012

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	98574 Cannon Capture Perfect 3.0 CD software to install drivers on two existing Cannon scanners.	<	1.00	LO	69.7100	69.71	0301293.540190
Total of Items Ordered						69.71	

CERTIFICATION
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & object 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

[Signature]
REQUISITIONER

[Signature]
BUREAU or DEPARTMENT HEAD

ACCT # _____
DATE _____ BY _____

**THE BOARD OF COMMISSIONERS
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**COUNTY OF COOK
BUREAU OF FINANCE
OFFICE OF THE CHIEF PROCUREMENT OFFICER**

**MARIA DE LOURDES COSS
CHIEF PROCUREMENT OFFICER**

County Building
118 North Clark Street, Room 1018
Chicago, Illinois 60602-1304
TEL: (312) 603-5370

Memo

To: Brandie Knazze

From: Donna Williams *DW*

Date: August 3, 2012

RE: Installation CD for Scanners

This request is for the purchase of a CD to install the Canon CapturePerfect 3.0 software drivers on Cook County computers so that the Office of the Chief Procurement Officer can utilize two existing Canon DR-7580 scanners. The scanners belong to the Office of the Chief Procurement Officer and are used to scan contracts into the department's document management system.

During the staffing transition at the end of the November 2011, the disk was misplaced. Without this software, the scanners will remain inoperative and staff will not be able to scan contract documents. The cost of the software is \$69.71 from CDW.

