



**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
839328

Joyce Hyshaw
4240 W 21st St
Chicago IL 60643

DATE
9/27/2012
F.O.B. POINT

PURCHASE ORDER NO.
183093 - 000- OP
REQUISITION NO.
00105592 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 Comptroller
118 N Clark St Rm 500
Chicago IL 60602

DELIVERY INSTRUCTIONS

DEPT NO	
0201311	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<p>*** These funds are being used to hire a temporary employee in the Office of the Comptroller *** The hourly rate is \$13.50</p> <p>Description Temporary Employment Agency Services *** Temporary Services are being requested to perform administrative/clerkal services. The rate pay is 13.50/hr for a total of 355 hrs.***</p>	355.00 EA	13.5000	4,792.50	0201311.520835
		***** Total Order *****		4,792.50	

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.
Date: 9/26/12
PURCHASING AGENT
Maria de la Cruz Lopez

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 105592** Contract #

Open Date

Ship To: 96677 Cook County Comptroller
 118 N Clark Rm 500
 Chicago IL 60602

Supplier: 839328
 4240 W. 21st Street
 Chicago IL 60643

Buyer Number
 Bid/Sole Sro Code
 Business Unit
 Internal Req Number
 Board Apr Date & Item
 Requisition Date
 Date Needed

0201311
 9/4/2012
 9/4/2012

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

Line #	Commodity Description	Ball. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	964 PERSONNEL, TEMPORARY (EMPLOYM ENT AGENCY SERVICES)	<	>	355.00	EA	13.5000	4,792.50 0201311.520835
*** Temporary Services are being requested to perform administrative/clerical services. The rate pay is 13.50/hr for a total of 355 hrs.***							
Total of Items Ordered							4,792.50

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.

REQUISITIONER *S. Quinlan* BUREAU or DEPARTMENT HEAD *Rubina Sax*

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____ DATE _____ BY _____

Quote for performing duties outlined below for The Office of the Cook County Comptroller is \$13.50 per hour for a total of 355 hours.

Front Desk Coverage:

Greeting visitors
Receive & forwarding phone calls
Coordinate mailings - Fed Ex & Standard Postage
Sort Mail for County Departments
*Clerical requests as needed

Account Payable Dept.:

Cook County Vendor Address book updates
Calculations (ability to use tabulating print calculator)
Categorization of Invoices
Coordinate filing system
Verify accuracy of billing documents as per Cook County regulations
Organize storage needs
Vendor verification in Cook County Accounting System

Distribution of duties:

30%- Front Desk Coverage
70%-Accounts Payable Support

Education: High School Diploma or equivalent

Respectfully,

Joyce Hyshaw