



**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
85356

DATE
11/14/2012
F.O.B. POINT

PURCHASE ORDER NO.
183524 - 000- OP
REQUISITION NO.
00106103 OR

Secretary Of State
100 W Randolph
Chicago IL 60602

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
4470

312/603-

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	Secretary of State 4 Vehicle Title Replacements Replacing vehicle titles with VIN's: JNKBY31DXVM007458 2FAFP71W53X205648 1FAFP33P42W274470 2G1WF55KK02918883	4.00 EA	95.0000	380.00	0301293.520675
***** Total Order *****				380.00	

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:

[Handwritten Signature]

Date:

11-15-12

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved. 11/15/12
Date:

PURCHASING AGENT

[Handwritten Signature]

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

53 BR
183524 OP

11-14-12
NC

Requisition # OR 106103 Contract # _____ Open Date _____

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

Delivery Instructions: Donna Williams
312/603-4470

Supplier: 85356 Secretary Of State
100 W Randolph
Chicago IL 60602

Buyer Number 835192 WILLIAMS, DONNA
Bid/Sole Src Code NCR
Business Unit 0301293
Internal Req Number
Board Apr Date & Item Car Title Replacement
Requisition Date 10/4/2012
Date Needed 10/4/2012

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

Line #	Commodity	Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	578	Secretary of State Replacing vehicle titles with VIN's: JNKBY31DXVM007458 2FAFP71W53X205648 1FAFP33P42W274470 2G1WF55KK02918883	< >	4.00	EA	95.0000	380.00	0301293.520675
Total of Items Ordered							<u>380.00</u>	

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.

Donna Williams
REQUISITIONER

Brandia V. Kruger
BUREAU or DEPARTMENT HEAD

CS

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____

DATE _____ BY _____

TITLE AND REGISTRATION

Duplicate Titles

When do I need a Duplicate Title

Your original title must be lost, stolen or mutilated to apply for a duplicate title.

To protect against fraud, duplicate titles are not issued within 15 days from the issuance of an original title, or 30 days from the issuance of a duplicate title.

When you are seeking to correct information on your title, and your title is not lost, stolen or mutilated, you must apply for a Corrected Title.

Fill Out Application

You must fill out the [Application for Vehicle Transaction\(s\) \(VSD 190\)](#).

- Check the box for Duplicate Title in the top section.
- Fill out every section which applies.
- For mobile homes, square footage must be completed.
- Sign the document.
- Write in the exact Vehicle Identification Number (VIN).
- Write in the current vehicle odometer reading if applicable. Check the appropriate odometer box, i.e., actual, not actual, in excess. The application will be returned if this information is not provided.

Liens

Illinois titles are mailed to the lienholder if a lien is applied. Include the complete name and address of the lienholder on the duplicate title application. If there is no lien, the title will be mailed to the principal owner listed first on the application or to the address listed in the "Mail To" area.

To Remove Lienholder:

- Submit lien clearance letter from the lienholder indicating that the lien has been paid in full; or
- Submit lien contract stating that the lien has been paid in full; or
- Submit a court order directing our office to issue the duplicate title without the lien or lienholder's name.
- Submit a court order directing the Office of the Secretary of State to issue the duplicate title without the lien or lienholder's name. The Court Order must be signed by the Judge residing over the case and/or reflect the FILED stamp of the Clerk's Office and include the year, make and vehicle identification number of the vehicle in question.

Out-of-State Residents

Out-of-state residents may not apply for an Illinois duplicate title if they have purchased a vehicle without a title from an Illinois resident. The out-of-state purchaser must ask the Illinois owner to apply for the duplicate title. However, if a former Illinois resident was the last valid title holder of the vehicle, a duplicate title may be applied for.

The former Illinois resident must:

- Indicate their former Illinois address in the owner's address information area on the application, and
- Include out-of-state mailing instructions in the "MAIL TO" information area.

Submit Application

You must submit your application, along with a fee of \$95 and any pertinent documentation, to the Secretary of State's Office. Applications will be returned if the information or fee is insufficient.

By mail:

Office of the Secretary of State
Vehicle Records Processing Division
501 S. 2nd. St., Room 424
Springfield, IL 62756-6666

In-person at a [Secretary of State facility](#).

For More Information or to Request an Application Form Call toll-free in Illinois (800) 252-8980 Chicago (312) 793-1010; or Springfield (217) 782-6306.

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Submit

[WWW.CYBERDRIVEILLINOIS.COM](http://www.cyberdriveillinois.com)

JESSE WHITE
SECRETARY OF STATE

