



**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
830870

James E Hood
1490 White Chapel Ln
Algonquin IL 60102

DATE
11/15/2012
F.O.B. POINT

PURCHASE ORDER NO.
183532 - 000- OP
REQUISITION NO.
00106523 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 T.O. Schneider Paula R.
Henley 312 603-6564

DEPT NO
0950115 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	EMPLOYEE CONTRACTING CONTRACT FOR EMPLOYEE OF 15TH COOK COUNTY COMMISSIONER DISTRICT DUTIES WILL INCLUDE BUT NOT BE LIMITED TO INCLUDE GATHERING PERTINENT INFORMATION FROM CONSTITUENTS THAT CONTACT THE COMMISSIONER'S OFFICE, SEEKING ASSISTANCE FROM VARIOUS COOK COUNTY DEPARTMENTS. ORGANIZING AND MAINTAIN OFFICE FILES IN THE DISTRICT OFFICE. ATTEND EVENTS WITH THE COMMISSIONER AND FULL TIME STAFF AND ASSIST FULL-TIME STAFF WHEN NECESSARY, ATTEND MUNICIPAL AND TOWNSHIP MEETINGS WITH THE 15TH DISTRICT TO KEEP THE COMMISSIONER APPRISED OF ISSUES THROUGHOUT THE DISTRICT. PERIOD OF CONTRACT: DECEMBER 4, 2012 THRU DECEMBER 3, 2013 CONTRACT AMOUNT: \$400.00/WEEK = \$20,800.00 AMOUNT ENCUMBERED THIS P.O.: \$12,768.00 BALANCE TO FOLLOW ON SEPARATE P.O.	.00 LO	.0000	12,768.00	0950115.521230
***** Total Order *****				12,768.00	

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: _____ 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: _____

Paula R. Henley
12/4/12
BR