

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition #	OR	106960	Contract #	Open Date
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Ship To: 8000140	Comptroller - General Office Cook County Building 118 N. Clark Street - RM 500 Chicago IL 60602-1304	Delivery Instructions:	Supplier: 839328	Hyshaw, Joyce 4240 W 21st St Chicago IL 60623
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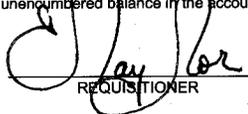
Buyer Number
Bid/Sole Src Code
Business Unit 0201311
Internal Req Number
Board Apr Date & Item
Requisition Date 12/18/2012
Date Needed 12/18/2012

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	964 PERSONNEL, TEMPORARY (EMPLOYM ENT AGENCY SERVICES) *** These funds are being used to extend services for a temporary employee in the Office of the Comptroller. ** The hourly Rate is \$13.50 for a total of 355 hours	< >	355.00	EA	13.5000	4,792.50	0201311.520835
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



BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____

DATE _____ BY _____

**THE BOARD OF COMMISSIONERS
TONI PRECKWINKLE. PRESIDENT**



**COUNTY OF COOK
BUREAU OF FINANCE
COMPTROLLER'S OFFICE
RESHMA SONI
COMPTROLLER**

Earlean Collins	1 st Dist.	Bridget Gainer	10 th Dist.
Robert Steele	2 nd Dist.	John P. Daley	11 th Dist.
Jerry Butler	3 rd Dist.	John A. Fritchey	12 th Dist.
William M. Beavers	4 th Dist.	Lawrence Suffredin	13 th Dist.
Deborah Sims	5 th Dist.	Gregg Goslin	14 th Dist.
Joan P. Murphy	6 th Dist.	Timothy O. Schneider	15 th Dist.
Jesus G. Garcia	7 th Dist.	Jeffrey R. Tobolski	16 th Dist.
Edwin Reyes	8 th Dist.	Elizabeth Ann Doody Gorman	17 th Dist.
Peter N. Silvestri	9 th Dist.		

County Building
118 North Clark Street, Room 500
Chicago, Illinois 60602-1304
TEL: (312) 603-5601
FAX: (312) 603-6122

Date: 12/19/12

To: Lourdes De Maria Coss
Chief Procurement Officer

From: Reshma Soni *RS*
Comptroller

Re: Requisition #106960

The Office of the Comptroller respectfully requests the conversion of Requisition # 106960 to a Purchase Order. This requisition represents an extension of the administrative/clerical services provided by Ms. Joyce Hyshaw, as per PO #183093. The current request is for an additional 355 hours at a rate of \$13.50/hr.

Please find included the signed offer letter, acceptance letter from Ms. Hyshaw & previously approved PO #183093. A new requisition and PO are requested due to the existing PO being encumbered in FY 2012 and therefore could not be extended into FY 2013.

We are currently moving forward with the hiring process for an Accounts Payable Clerk position within our office but are still in need of additional administrative support at this time.

Thank you in advance for your attention to this matter.



**THE BOARD OF COMMISSIONERS
TONI PRECKWINKLE, PRESIDENT**



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County Building
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TEL: (312) 603-5601
FAX: (312) 603-6122

Date: December 20, 2012

To: Joyce Hyshaw

From: Reshma Soni *RS*
Comptroller

Re: Temporary Administrative Clerk Position

It is my pleasure to extend a Temporary Administrative Clerk position at a rate of \$13.50/hr. for 355 hours. This position is based on an 8:30am-4:30pm schedule, with an hour unpaid lunch and is not eligible for Cook County Fringe Benefits.

Thank you and I look forward to working with you.



December 18, 2012

Mrs. Ebonie Taylor
Office of The Cook County Comptroller

Quote for performing temporary Administrative Services outlined below for The Office of the Cook County Comptroller is \$13.50 per hour for a total of 355 hours, basis a full time schedule (8:30am – 4:30pm Monday through Friday).

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

Graduate Flower Vocational High School

80 hours college courses concurrent with full time employment

Certifications:

Currently enrolled in City of Chicago *Business Education Workshops (certification pending 1 class/9 taken)*

Spertus Institute of Jewish Studies Grant Writing Workshop

Microsoft Office Certification

Small Business Certification

General and Advanced Certification Toastmasters International Program

Respectfully,


Joyce Hyshaw

Nicki Cannatello (Procurement)

From: Nicki Cannatello (Procurement)
Sent: Friday, December 14, 2012 3:49 PM
To: Ebonie Taylor (Comptrollers)
Cc: Reshma Soni (Comptrollers); Elvia Fernandez (Procurement)
Subject: RE: PO for Temporary Staff

Ebonie,
Good afternoon. *12/17/12 @ 10:30am - I spoke w/ Ebonie, she will provide me w/ a new req. + Lt. - Per Elvia new quotes are not necessary - Refer to the letter "Extension due to FY2013 funding" JC*

I am unable to increase and extend the current Purchase Order because it was encumbered in FY 2012. Please prepare a new requisition and forward it to my attention, at your earliest convenience.

Thank you,

Nicki

Nicki A. Cannatello

Office of the Chief Procurement Officer/118 North Clark Street, Room 1018/Chicago, Illinois 60602
312-603-2378 Direct Line/312-603-3063 Fax Number/ nicki.cannatello@cookcountyil.gov

From: Ebonie Taylor (Comptrollers)
Sent: Friday, December 14, 2012 2:52 PM
To: Elvia Fernandez (Procurement)
Cc: Nicki Cannatello (Procurement); Reshma Soni (Comptrollers)
Subject: RE: PO for Temporary Staff

Awesome, thank you for the update.

Have a great weekend.

Ebonie

From: Elvia Fernandez (Procurement)
Sent: Friday, December 14, 2012 1:18 PM
To: Ebonie Taylor (Comptrollers)
Cc: Nicki Cannatello (Procurement); Reshma Soni (Comptrollers)
Subject: RE: PO for Temporary Staff

Hi Ebonie,

Since JDE has been shut down, we have not been able to generate POs. I believe it is up and running again since yesterday, so we will be able to process the request for the increase. Nicki will reach out to you once we are able to generate the PO.

Thanks
Elvia

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TONI PRECKWINKLE. PRESIDENT**



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Date: 12/6/12

To: Lourdes De Maria Coss
Chief Procurement Officer

From: Reshma Soni *RS*
Comptroller

Re: Change Order (Increase)

The Office of the Comptroller respectfully requests a change order increase to PO #183093 as follows:

An increase of an additional \$2,997.00 (Total Amount of PO equals \$7,792.50) representing 222 additional hours needed for clerical/administrative services at 13.50 per hour.

We are currently moving forward with the hiring process for an Accounts Payable Clerk position within our office but are still in need of additional administrative support at this time.

Thank you in advance for your attention to this matter.

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 DEC -7 AM 9:18
PROCUREMENT



Nicki Cannatello (Procurement)

From: Elvia Fernandez (Procurement)
Sent: Thursday, December 06, 2012 12:14 PM
To: Ebonie Taylor (Comptrollers)
Cc: Nicki Cannatello (Procurement)
Subject: PO for Temporary Staff

Hi Ebony,

In response to your message, please submit a let letter requesting the change order (increase). Please reference the PO# in your letter. If you have any questions, please contact Nicki or myself.

Thanks

Elvia

Elvia Fernandez, CPPO, CPPB | Deputy Procurement Officer
Cook County | Office of the Chief Procurement Officer
118 N Clark St | Room 1018 | Chicago, IL 60602
phone: 312-603-4481 email: elvia.fernandez@cookcountyil.gov