PURCHASE REQUISITION NBR: 0000129172

STATUS: NEEDS ADDITIONAL INFO
REASON: KELLEY STONE/LAWANA DOWNS EXT 4383

REQUISITION BY: K STONE/L DOWNS

DATE: 4/20/09

SHIP TO LOCATION: 5801 HOMELAND SECURITY

SUGGESTED VENDOR: 15447 PRESTO PRINTING

DELIVER BY DATE: 5/11/09

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	BUSINESS CARDS FOR MARIA STEPHENS IMPRINT WILL BE IN BLACK VENDOR HAS SHELL STOCK PER SAMPLE ATTACHED 500 CARDS TO BOX VENDOR ****NOTE TO VENDOR***** PRIOR TO PRINTING FAX PROOF TO GLYNDA ROBERTSON AT FAX 972-547-5305 ****** COMMODITY: PRINTING & SILK SCREENING SUBCOMMOD: PRINTING	1.00	EA	11.7500	11.75	
2	SHIPPING COMMODITY: PRINTING & SILK SCREENING SUBCOMMOD: PRINTING	1.00	EA	4.4800	4.48	
				REQUISITION TOTAL:	16.23	

A C C O U N T   I N F O R M A T I O N

LINE #	ACCOUNT		PROJECT	%	AMOUNT
1	10258607206562	OPERATIONS-OTHER CHARGES PRINTED MATERIALS	GT063E BT - SUPPLIES	100.00	11.75
2	10258607206562	OPERATIONS-OTHER CHARGES PRINTED MATERIALS	GT063E BT - SUPPLIES	100.00	4.48
					16.23

REQUISITION IS IN THE CURRENT FISCAL YEAR.

REQUISITION COMMENTS:

4/21/2009 LAWANA, PER COURT ORDER 85-752-10-28
AN EMPLOYEES CAN ONLY PURCHASE 1 BOX OF 500 CARDS
PER FY YEAR. TO PURCHASE MORE YOU WOULD NEED TO
GO TO COURT AND GET APPROVAL TO PURCHASE MORE.
PLEASE DELETE THIS REQ.   THANKS, GLYNDA