

# Los Rios Community College District

**PURCHASE ORDER NO 0001127816**

Purchasing: (916)568-3071  
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

**PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO**

**Supplier:** 0000000980  
CLARIDGE  
250 KLUG CIRCLE  
CORONA CA 92880

**Phone:** (951) 734-6262  
**Fax:** (951) 734-6464

**email:**

<b>Date</b> 05/15/2023	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Method
<b>Reference:</b> 1043313 PADASHA HANEYB		<b>Location / Dept</b> 04ASPH45 STUSVC

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798  
United States

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
1919 Spanos Court  
Sacramento CA 95825-3981  
United States

**Tax Exempt?** N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	C-1025: BB CLASSIC RADIUS FRAME (2)DOOR 4'X5'  CLASSIC SERIES BULLETIN BOARD CABINET TACKABLE BACK PANEL (#1692 WHEAT)/ RADIUS EDGE CABINET/ CONSTRUCTED OF 1-1/2" X 3" HOLLOW TUBE PERIMETER TRIM/ SATIN ANODIZED FINISH/ INSIDE DEPTH IS 1-3/4" / 3/16" TEMP	2.00 EA	1,775.00	3,550.00	06/15/2023
2- 1	FREIGHT	1.00 EA	450.00	450.00	06/15/2023

QUOTE# QUI-280237-1 VALID TO 05-25-2023

<b>Sub Total Amount</b>	4,000.00
<b>Sales Tax Amount</b>	275.13
<b>Total PO Amount</b>	4,275.13

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4500	12	FL.VS.SEAP	69600	00000	570A	4,275.13	2023

0001043313MCKECHND08-MAY-2023

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**

*Kim Carrillo*

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

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**PURCHASE ORDER NO 0001127816**

Purchasing: (916)568-3071  
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Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
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<b>Date</b>	<b>Revision</b>	<b>Page</b>
05/15/2023		2
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Method
<b>Reference:</b>	<b>Location / Dept</b>	
1043313 PADASHA HANEYB	04ASPH45 STUSVC	

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
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United States

**Tax Exempt?** N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at email address: LRCCDpurchase@losrios.com.

<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

### Authorized Signature

AUTHORIZED SIGNATURE ON PO TOTAL PAGE

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# LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College Cosumnes River College Folsom Lake College Sacramento City College

## PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California.
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of per arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability, if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage. LRCCD insurance requirements can be viewed on the following website [www.losrios.edu/purchasing](http://www.losrios.edu/purchasing).
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTOR's who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/ or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively "technology") adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology or user experience are alleged to be non-compliant or non-accessible, LRCCD will provide CONTRACTOR with notice of such allegation and CONTRACTOR shall use its best efforts to make the technology compliant and accessible. CONTRACTOR shall indemnify, defend, and hold harmless LRCCD from and against any and all claims, allegations, liabilities, damages, penalties, fees, costs (including but not limited to reasonable attorneys' fees), arising out of or related to allegations the technology is not accessible.
23. **CERTIFICATION:** CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

# Requisition

**Supplier:** MISCELLANEOUS 0000003680  
 \*\*\*\*\*  
 \*\*\*\*\* CA 95825  
 United States

**email:**

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001043313	Date: 04/28/2023
Page: 1	
Requisition Name: CLARIDGE PRODUCTS & EQUIPMENT,	
Requester: Ali Padash	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: PK	28-APR-2023

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	C-1025: BB CLASSIC RADIUS FRAME (2)DOOR 4'X5'  CLASSIC SERIES BULLETIN BOARD CABINET TACKABLE BACK PANEL (#1692 WHEAT)/ RADIUS EDGE CABINET/ CONSTRUCTED OF 1-1/2" X 3" HOLLOW TUBE PERIMETER TRIM/ SATIN ANODIZED FINISH/ INSIDE DEPTH IS 1-3/4" / 3/16" TEMP	2	EA	1,775.00	3,550.00	
2-1	FREIGHT AMOUNT	1	EA	450.00	450.00	
					4,000.00	Sub-total
					<u>310.01</u>	Est. tax
Total Requisition Amount:					4,310.01	

SOLE SOURCE MEMO  
 GS-82  
 GS-152

CLARIDGE PRODUCTS & EQUIPMENT, INC.  
 250 KLUG CIRCLE  
 CORONA, CA 92880  
 PHONE: (951) 734-6262  
 FAX: (951) 734-6464  
 WWW.CLARIDGEPRODUCTS.COM

NEW VENDOR PACKET SENT

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	4500	12	FL.VS.SEAP	69600	00000	570A	4,000.00

<b>Purchases Charged to Catagorical Programs, Grants or Special Project.</b>
Program Name: SEAP
Project Grant: 570A
Program Director: Ali Padash
Program Goal: Student Equity and Achievement

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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# The Writing Surface Experts

## Quotation

QUI-280237-1

Quote To:
FOLSOM LAKE COLLEGE FOLSOM, CA 95630

Project:
FOLSOM LAKE COLLEGE  FOLSOM, CA 95630

Cust Id	Quote Date	Ship Via	Sales Rep
XXX999	4/25/2023	BESTWAY	0

CLARIDGE STANDARDS

We Propose to Furnish:

\*\*\*FREIGHT RATE IS SUBJECT TO CHANGE BASED ON CURRENT FREIGHT RATES AT TIME OF PURCHASE\*\*\*

\*\*\*PALLET JACK, LIFTGATE, AND/OR FORKLIFT NOT INCLUDED WITH DELIVERY\*\*\*

QTY	UM	LF	SF	ITEM	UNIT PRICE	EXT
1	EA	0	0	PRODUCTION REFERENCE CLASSIC SERIES BULLETIN BOARD CABINET  TACKABLE BACK PANEL (#1692 WHEAT)/ RADIUS EDGE CABINET/ CONSTRUCTED OF 1-1/2" X 3" HOLLOW TUBE PERIMETER TRIM/ SATIN ANODIZED FINISH/ INSIDE DEPTH IS 1-3/4" / 3/16" TEMPERED GLASS DOORS HAVE CONTINUOUS HINGES / FLAT KEY TUMBLER LOCKS/ Z-BAR HANGERS	0.00	0.00
2	EA	5	20	C-1025: BB CLASSIC RADIUS FRAME (2)DOOR 4'x5'	1775.00	3550.00
1	EA	0	0	MATERIAL TAX 7.75 %	137.55	137.55

**LF / SF Totals: 10 LF / 40 SF**

<b>Subtotal:</b>	3,687.55
<b>Freight Amount:</b>	450.00
<b>Total:</b>	<u>\$4,137.55</u>

**Plus Tax (if applicable)**

**QUALIFICATIONS & EXCLUSIONS:**

- Sales & Local Taxes, permits & fees.
- Hoisting, hoisting fees, inside delivery, or dock fees.
- Any insurance requirements or bonds that have additional costs. Any in-wall blocking, wall fasteners, painting and/or touch up, interconnecting wiring or connections to power sources.
- Boards up to 16' long will be quoted in 1 pc, no joint unless requested and noted otherwise.
- Visual Display Boards at operable walls or moveable partitions. Demolition or removal of existing product.
- All blocking and backing by others.
- Wall anchors not included.
- Prevailing wage rates included unless noted otherwise.
- CALIFORNIA LICENSE# 1085558.
- PUBLIC WORKS CONTRACTOR REGISTRATION# 1000001934.

**TERMS & CONDITIONS:**

- Pricing is pursuant to acceptance within 60 days.
- Orders shipping beyond 180 days are subject to price review and or cancellation unless updated prices are agreed upon.
- Price does not contain escalation unless noted otherwise.
- All orders are subject to credit approval. Full or partial payment or credit application may be required.
- An order cannot be processed until a purchase order with PO number, ship to and bill to addresses, or contract is received and accepted.
- Order will not be released into fabrication until receipt of all approvals including shop drawings if required, and credit release.
- The ship date is based on the lead time at the time of release.
- Standard LEED documentation is available upon request. If nonstandard LEED or billing forms are required additional fees will apply.
- Liquidated Damages are not accepted.

**DELIVERY:**

- All specialty items require shop drawings. Pricing is based on a single delivery unless otherwise noted.
- Shipping terms are FOB factory. Damage must be noted on the delivery ticket and reported to the carrier as well as Claridge immediately.
- Pricing is based on free elevator usage and does not include hoisting or hoisting equipment.
- Fuel surcharges may apply.

Respectfully Submitted  
CLARIDGE PRODUCTS AND EQUIPMENT, INC.  
By Veronica Valenzuela

## Sole Source Justification Memorandum

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DATE: May 8, 2023  
TO: FLC Business Services  
FROM: Missy Williams, Director of Administrative Services  
SUBJECT: Sole Source Justification Memorandum to use Claridge bulletin board cabinet.

To Whom It May Concern,

This memo is to request the use of Claridge bulletin board cabinet which is the standard used on campus and in all of our buildings. These boards being purchased will be in the main hallways of the Roost building and will be in close proximity to another Claridge board that is currently installed. It is important to maintain the esthetics on this campus and therefore we would like to match the boards.

Thank you and please let me know if you have additional questions.



Missy Williams  
Director of Administrative Services

**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Sole/Single Source Purchase Justification**

Vendor: Claridge Requisition No: 0001043313  
Commodity/Service: Supply  
Estimated annual expenditure for the above commodity or service: \$: \$4,137.55


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**Pursuant to Purchasing Policy, Sole/Single Source purchase requests & approvals must be performed in advance and shall be supported by written documentation. This form and appropriate supporting documentation fulfills that requirement.**

**Initial all entries below that apply to the proposed purchase. Attach supporting documentation and justification memo as described below (More than one entry will apply to most sole/single source products/services for purchase requested).**

- 1. \_\_\_\_\_ SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
- 2. \_\_\_\_\_ SOLE SOURCE REQUEST IS FOR ONLY GREATER SACRAMENTO AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturers — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
- 3. \_\_\_\_\_ THE PARTS/EQUIPMENT IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
- 4. \_\_\_\_\_ THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
- 5. \_\_\_\_\_ THE PARTS/EQUIPMENT IS REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
- 6. \_\_\_\_\_ CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)PURCHASE CONTRACT NO: \_\_\_\_\_
- 7. \_\_\_\_\_ "PIGGY-BACK"/UMBRELLA PURCHASE ON ANOTHER GOVERNMENT ENTITY'S CONTRACTS
- 8.  NONE OF THE ABOVE APPLIES. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests commodities and services to be procured from the vendor identified as the sole/single source supplier of the service or material described in this sole/single source justification and is authorized as a sole/single source for the service or material.

 AUTHORIZED SIGNATURE – Dean/Department      DATE 5/8/23

\_\_\_\_\_  
AUTHORIZED SIGNATURE – VPA/BSO      DATE \_\_\_\_\_

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**SOLE/SINGLE SOURCE AUTHORIZATION:**  
**(PURCHASING USE ONLY)**

**APPROVED**       **DISAPPROVED**

By: \_\_\_\_\_ Date: \_\_\_\_\_





**LOS RIOS  
COMMUNITY  
COLLEGE DISTRICT**

1919 Spanos Court, Sacramento, CA 95825  
Purchasing Department  
[lrcdpurchase@losrios.edu](mailto:lrcdpurchase@losrios.edu)

Sacramento City College    American River College    Cosumnes River College    Folsom Lake College

**CONFLICT OF INTEREST STATEMENT**

This is to certify that the undersigned employee(s) has/have no economic interests which may foreseeably be materially affected by having participated in the development of the specifications for service, equipment and/or material represented by the referenced requisition.

*(Pursuant to District Regulation R-8323 and District Policy P-8611)*

*This form must be signed and submitted with the Approved Online Purchase Requisition for those transactions listed below.)*

**Sole Source Requests  
Service Agreements (GS Form 78)  
Selection Committee Recommendations (formal process)**

**READ CAREFULLY BEFORE SIGNING:**

*[Signature]*    5/8/23  
Employee/Date

\_\_\_\_\_  
Selection Committee Member/Date

0001043313  
Requisition Number

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Selection Committee Member/Date

\_\_\_\_\_  
Selection Committee Member/Date

OFFICIAL USE ONLY:	
PURCHASE ORDER#	
BUYER/DATE:	