



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE

PURCHASE ORDER

Vendor Address
 Vendor Address Number 131235
 ASTRO APPAREL AND UNIFORMS LLC
 DBA AAU PRINTING
 6019 WINSOME LANE # 09
 HOUSTON TX 77057

Mail Invoice to
 COH HOUSING & COMMUNITY DEV
 FINANCIAL SERVICES SEC, ACCT PAY
 P.O. Box 1562
 HOUSTON TX 77251-1562

Information
 Purchase Order Number/Date 4500297918-0 / 02/26/2019
 CoH Vendor Number 131235
 Page 1 of 3
 Buyer's Name Bunny Arita 455
 Buyer's Telephone Number 832-394-6123
 Buyer's Fax Number
 Buyer's E-mail Address Bunny.Arita@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
 PROCUREMENT SERVICES
 2100 TRAVIS, 9TH FLOOR
 HOUSTON TX 77002
 USA

Terms of payment : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: GENIVA SYED

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	28.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make SHIRT Model L528 SHIRTS:STYLE #.L528-S-XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	15.75 / EA	441.00
	Gross Price		15.75 USD	1 EA	28.000 441.00
Delivery Date: 03/15/2019					
20	5.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make SHIRT Model L528 SHIRTS:STYLE# L528:2XL SHIRTS, DRESS AND CASUAL	16.75 / EA	83.75



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PO number/date 4500297918 -0 / 02/26/2019 Page 2 of 3

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		16.75 USD	1 EA	5.000 83.75
			Delivery Date: 03/15/2019		
30	3.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make SHIRT Model L528	17.75 / EA	53.25
			SHIRTS:STYLE #L528:3XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		17.75 USD	1 EA	3.000 53.25
			Delivery Date: 03/15/2019		
40	32.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make SHIRT Model K528	15.75 / EA	504.00
			SHIRTS:STYLE #K528:S-XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		15.75 USD	1 EA	32.000 504.00
			Delivery Date: 03/15/2019		
50	5.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make SHIRT Model K528	16.75 / EA	83.75
			SHIRTS:STYLE# K528:2XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		16.75 USD	1 EA	5.000 83.75



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PURCHASE ORDER

PO number/date 4500297918 -0 / 02/26/2019 Page 3 of 3

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost	
Delivery Date: 03/15/2019						
60	2.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make SHIRT Model K528 SHIRTS:STYLE# K528:3XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	17.75 / EA	35.50	
Gross Price			17.75 USD	1 EA	2.000	35.50
Delivery Date: 03/15/2019						
70	1.00	AU	96278 SEWING, EMBROIDERY, CUSTOM EMBROIDERY CUSTOM EMBROIDERY-STITCHES-FOR 75 SHIRTS	300.00 / AU	300.00	
Gross Price			300.00 USD	1 AU	1.000	300.00
			Expected value of unplanned services:	300.00		
Delivery Date: 03/15/2019						
Total ****					USD	1,501.25

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Superior Turner

Jerry Adams

Cliff Brown

Mayor

Chief Procurement Officer

Controller

14#B 1235

PR 10259749

Housing and Community Development

10043571

PROCUREMENT REQUEST FORM

*Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.3) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.
* Required Fields (must be completed)*

Description of Purchase *	Polo shirts for new hires	HCDD Division: *	Finance
Deadline Date of Request: *	2/18/2019	Purchase Type: *	Office Supplies
Requester Name: *	Blanton, Chunichi - HCDD	Created:	2/18/2019
Requester Phone Number: *	832-394-6304		
Brief Description of Scope of Work for Goods/Services: See attached list for Astro Apparel and Uniforms			
<i>Note: Please allow a minimum of three (3) days for bid responses.</i>			

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5000 <input checked="" type="checkbox"/>	Status: Pending
Funding Source: C036 <input checked="" type="checkbox"/>	Purchase Order No#:
Cost Center: 3200030002 <input checked="" type="checkbox"/>	Name of Vendor:
G/L Account: 511070 <input checked="" type="checkbox"/>	Date Processed:
Business Area: 3200 <input checked="" type="checkbox"/>	Date Received:
Internal Order: C32000001-19	Total Amount:
BFY: 2019 <input checked="" type="checkbox"/>	Procurement Staff: <input type="text"/>
Grant: 32000001-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: <input type="text"/>	Notify Department: Finance

Justification of Need for Goods/Services _____ Procurement Notes: _____

Requestor's Signature: <i>[Signature]</i> Date: 2/19/19	Supervising Manager (Purchase under \$8,000) Manager: <i>[Signature]</i> Date: 2/21/19
Buyer's Signature: <i>[Signature]</i> Date: 2/22/19	Funds Approval Signature: Date: 2/22/19
Procurement OPU Signature: <i>[Signature]</i> Date: 2/25/19 (Purchase over \$5,000)	CFO Signature Date: _____
Assistant or Deputy Director: _____ Date: _____	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Astro Apparel & UNIFORMS

6019 Winsome Lane
Ste. 09
Houston, TX 77057

Quote

Date	Estimate #
2/18/2019	1353

Name / Address
Housing and Community Development Dept. Ms. Artita Bunny 2100 Travis St. Houston, TX 77002

Ship To
Housing and Community Development Dept. Ms. Artita Bunny 2100 Travis St. Houston, TX 77002

P.O. No.	Terms	Rep	Account #	Note
	COD	MS		

Description	Qty	Unit Price	Total
Golf Shirts: Style # L528: S-XL	28	15.75	441.00T
Golf Shirts: Style # L528: 2XL	5	16.75	83.75T
Golf Shirts: Style # L528: 3XL	3	17.75	53.25T
Golf Shirts: Style # K528: S-XL	32	15.75	504.00T
Golf Shirts: Style # K528: 2XL	5	16.75	83.75T
Golf Shirts: Style # K528: 3XL	2	17.75	35.50T
Custom Embroidery - Stitches:	75	4.00	300.00T

Offer valid for 30 days from the above date

Prices are quoted after 2.5% discount for Cash Payment. Other forms of payment disqualify the discount.
Please Sign and fax or email back to Place Order:

Sales Tax (0.0%)	\$0.00
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Sign: _____

Total	\$1,501.25
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Print Name: _____

Phone #	Fax #	E-mail	Web Site
(713) 975-0787	(713) 975-1190	accounting@aauniforms.net	www.aauniforms.net