



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 109903
 VERITIV OPERATING COMPANY
 2242 N MASON RD
 KATY TX 77449
 USA

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 4500303856-0 / 06/06/2019
CoH Vendor Number 109903
Page 1 of 2
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: MICHAEL RIPPLE

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	400.00	RM	10025620 PAPER, RECY. BOND, #4, 8-1/2 X 11" WHITE Int. Article No. 64521420626 Make ECONOSOURCE Model 8 1/2 X 11 Bond Paper (Including Recycled) PAPER, BOND, NO. 4 RECYCLED PAPER,DUAL PURPOSE 8-1/2"X 11", NO#4.20LB BRIGHTNESS TARGET 80-83.OPACITY 84. COLOR:WHITE, LONG GRAIN.	3.66 / RM	1,464.00
	Gross Price		3.66 USD	1 RM	400.000 1,464.00
			Delivery Date: 06/07/2019		
20	200.00	RM	10025620 PAPER, RECY. BOND, #4, 8-1/2 X 11" WHITE Int. Article No. 64521420626 Make ECONOSOURCE Model 8 1/2 X 11 Bond Paper (Including Recycled)	3.66 / RM	732.00

PR 10263286

Housing and Community Development

PROCUREMENT REQUEST FORM			
<p>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 200.318) 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)</p>			
Description of Purchase *	Copy Paper	HCDD Division: *	Support Services <input checked="" type="checkbox"/>
Deadline Date of Request: *	5/22/2019	Purchase Type: *	Office Supplies <input checked="" type="checkbox"/>
Requester Name: *	Castillo, Rupert - HCO	Created:	5/22/2019
Requester Phone Number: *			
<p>Brief Description of Scope of Work for Goods/Services: 600 Reams of 8 1/2 X 11 copy paper for the Housing and Community Development Department, 2100 Travis location. <i>for 4th, 9th & 10th floor</i></p> <p>Note: Please allow a minimum of three (3) days for bid responses.</p>			
FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5000	Status:	Pending <input checked="" type="checkbox"/>
Funding Source:	HOME	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	Veritiv
G/L Account:	511070	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	B32000043-18	Total Amount:	
BFY:	2018	Procurement Staff:	Bunny Ariza
Grant:	32000043-2018	Priority:	<input checked="" type="checkbox"/>
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance
<p>Justification of Need for Goods/Services B32000043-18 \$ 1,464.00 400 Reams</p>		Procurement Notes:	
Requester Signature:	<i>Rupert Castillo</i>	Supervising Manager (Purchase under \$5,000)	
Date:	5/22/19	Manager:	<i>Calvin Paulson</i>
Buyer Signature:	<i>Jaywana L. Rame</i>	Date:	5/22/19
Date:	5/22/19	Funds Approval Signature:	<i>Cheryl Allen</i>
Procurement DPU Signature:	<i>Jaywana L. Rame</i>	Date:	5/24/19
Date:	6/6/19	(Purchase over \$5,000)	
(Purchase over \$5,000)		CFO Signature	
Assistant or Deputy Director:		Date:	
Director:		Director Signature (Only Consultant Services)	
Date:		Director or Designee:	
Attachments	Click here to attach a file		

5080
DR HARVEY
3200030002
511070
3200
B03200077-19
19
3200077-2019
\$732.00
2 Reams

6/4/19



May 23, 2019

City of Houston-Housing and Community Development
Attn: Bunny Arita

One time quote: Copy Paper

600 reams 8.5x11 20# Econosouce Multipurpose copy paper- non-recycled

Price: 3.66/ream

Availability: Stock is on the floor and can ship in 1-2 days

Total: \$2196.00

Michael Ripple
Sales Representative