

FAMILY SERVICE ASSOCIATION

TODAY'S DATE: November 9, 2016

PURCHASE ORDER NO. 37757

DATE NEEDED BY: (allow 2 weeks) _____

NAME OF VENDOR: CDW-G

MAILING ADDRESS: 75 Remittance Drive, Suite 1515
Chicago, IL 60675-1515

PLEASE CHECK ONE:

- Vendor will bill
- Send check with order form (order form or letter of order attached)
- Cut check, receipts will follow
- Cut check & hold for pick up
- Program to place order
- Other _____

PROGRAM: Various: 004 and 045

LINE ITEM: 8030

FULL DESCRIPTION (INCLUDING ITEM SPECIFICATIONS, COST, PURPOSE AND QUANTITY)
(ITEM #, CATALOG PAGE #)

#1 Requestor: Garrett, S. | Kinship (034) | 1 - HP LaserJet Pro P1102w @ \$146.74 ea.

#2 Requestor: Garrett, S. | Kinship (034) | 1 - HP LJ P1102w Toner @ \$113.99

NOTES: Printer will be used by C. Aramini in Kinship.

SHIPPING & HANDLING: \$0.00

TOTAL COST: \$260.73

Eric T. Pancho, Lead IT Specialist
REQUESTOR (Print)

AUTHORIZED SIGNATURE

(609) 569-0239 Ext. 1125
PHONE

AUTHORIZED SIGNATURE

DATE ORDERED: November 9, 2016

BY: Eric T. Pancho, Lead IT Specialist

Documents needed to process: Approved Purchase Order Invoice Verification of item received

IF NOT FULLY COMPLETED AND DOCUMENTATION NOT ATTACHED, PURCHASE ORDER WILL NOT BE PROCESSED