



**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 155535  
AMERICAN DEMOCRACY INSTITUTE INC  
DBA IMPACT CENTER  
7222 TIMBER LANE  
FALLS CHURCH VA 22046

**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 4500284692-0 / 07/17/2018  
CoH Vendor Number 155535  
Page 1 of 1  
Buyer's Name Clarence Moton 454  
Buyer's Telephone Number 832-394-6212  
Buyer's Fax Number  
Buyer's E-mail Address clarence.moton@houstontx.gov

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

**Shipping Address** HOUSING & COMMUNITY DEVELOPMENT  
PROCUREMENT SERVICES  
601 SAWYER, 4TH FLOOR  
HOUSTON TX 77007  
USA

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

**Shipping Terms** FOB(Free on board) /DESTINATION

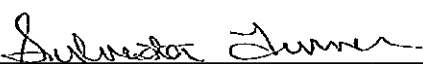
**Your person responsible:** JOHN HART

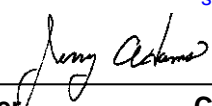
Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91883 ORGANIZATIONAL DEVEL Executive Coaching Please see the attached Proposal.	48,500.00 / AU	48,500.00
	Gross Price		48,500.00 USD	1.000	48,500.00
			Expected value of unplanned services:	48,500.00	
<b>Delivery Date:</b> 12/31/2018					
<b>Total ****</b>					<b>USD 48,500.00</b>


**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.

  
**Mayor**

  
**Chief Procurement Officer**

  
**Controller**