



**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 138512  
THE CAPTIONING COMPANY INC  
565 S MASON RD STE 358  
KATY TX 77450  
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 4500308914-0 / 08/29/2019  
CoH Vendor Number 138512  
Page 1 of 2  
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  
2100 TRAVIS, 9TH FLOOR  
HOUSTON TX 77002  
USA

**Terms of payment :** 10 days 2%, 20 days 1%, net 30 Currency USD

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

**Your person responsible:** LYNDIA MARIE BRYANT

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96172 TRANSCRIPTION SVCS: Transcription Services -Town Hall Disaster Recovery Town Hall Fifth Ward Multiservice Center 4014 Market St. Houston, Texas 77020 Thursday, August 29,2019 6:30pm to 9:30pm	452.50 / AU	452.50
	Gross Price		452.50 USD 1 AU	1.000	452.50
			Delivery date: Day 08/29/2019 Expected value of unplanned services: 452.50		
			<b>Delivery Date:</b> 08/29/2019		
20	1.00	AU	96172 TRANSCRIPTION SVCS: Transcription Services - Public Hearings Fall Public Hearing - 1 Cultural Center	675.00 / AU	675.00



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			3018 Emancipation Avenue Wednesday, September 4, 2019 6:00pm - 8:00pm		
			Fall Public Hearing - 2 Southwest Multiservice Center 6400 High Star Drive Tuesday, September 10, 2019 6:00pm - 8:00pm		
	Gross Price		675.00 USD	1 AU	1.000 675.00
			Delivery date: Day 09/10/2019		
			Expected value of unplanned services: 675.00		
			<b>Delivery Date: 09/10/2019</b>		
<b>Total ****</b>					<b>USD 1,127.50</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.

*Debra Turner* Mayor      *Jerry Adams* Chief Procurement Officer      *Cliff Brown* Controller