



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address
Vendor Address Number 107110
MASTERWORD SERVICES INC
303 STAFFORD
HOUSTON TX 77079
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 4500315016-0 / 12/10/2019
CoH Vendor Number 107110
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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 : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Our reference: 2014-1191

Your person responsible: LUDMILA RUSAKOVA GOLOVINE

Your reference: 2014-1191

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91580 TYPING/WORD PROCESS CDBG-MIT ACTION PLAN (DRAFT) Release Order against contract 4600013020 Item 00020 ENGLISH TO SPANISH - DESKTOP PUBLISHING COVER PAGE AND ACTION PLAN DOCUMENT	5,956.52 / AU	5,956.52
	Gross Price		5,956.52 USD	1 AU	5,956.52
			Expected value of unplanned services:	5,956.52	
Delivery Date: 12/13/2019					
Total ****					USD 5,956.52
2014-1191 ORD PASSED 12/17/2014 EXECUTED BY MAYOR 1/13/2015 CS 1/20/2015					

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.

Supervisor Turner *Jimmy Adams* *Clarence Moton*

Mayor **Chief Procurement Officer** **Controller**