



**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 4500307938-0 / 08/14/2019  
CoH Vendor Number 109903  
Page 1 of 2  
Buyer's Name Coryie J. Gilmore 457  
Buyer's Telephone Number 832-394-6306  
Buyer's Fax Number  
Buyer's E-mail Address Coryie.gilmore@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  
PAPER PROCUREMENT

CITY OF HOUSTON CONTACT: RUPERT CASTILLO  
(713)775-1742  
rupert.castillo@houstontx.gov

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 8.5X11 20# ECONOSOURCE MULTIPU Model 8.5X11 20# ECONOSOURCE MULTIPU  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
<b>Delivery Date: 08/28/2019</b>					
20	200.00	RM	10025620	3.66 / RM	732.00



**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

PO number/date 4500307938 -0 / 08/14/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			PAPER, RECY. BOND, #4, 8-1/2 X 11" WHITE Int. Article No. 64521420626 Make 8.5X11 20# ECONOSOURCE MULTIPU Model 8.5X11 20# ECONOSOURCE MULTIPU  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.		
	Gross Price		3.66 USD	1 RM	200.000 732.00
<b>Delivery Date: 08/28/2019</b>					
<b>Total ****</b>					<b>USD 2,196.00</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.

*Superior Turner*

*Jerry Adams*

*Cliff Brown*

Mayor

Chief Procurement Officer

Controller



PROCUREMENT REQUEST FORM

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]

Description of Purchase *	Copy paper	HCDD Division: *	Compliance
Deadline Date of Request: *	8/12/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Castillo, Ruperto - HCD:	Created:	8/12/2019
Requester Phone Number: *	713-775-1742		

Brief Description of Scope of Work for Goods/Services:  
 Copy paper for the Housing and Community Development Department, 600 Reams of 8 1/2in. X 11in. copy paper.  
 \* 4th 9th 3 10th floor.s  
 Note: Please allow a minimum of three (3) days for bid responses.

4th floor  
 5030  
 DR-Harvey  
 32000 30002  
 511070  
 3200  
 30 32000 77-19  
 FY 20  
 320000 77-2019

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5000	Status:	Pending
Funding Source:	CDBG	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	Veritiv
G/L Account:	511070	Date Processed:	
Business Area:	3200	Date Received:	8/14/19
Internal Order:	632000001-20	Total Amount:	\$ 2196.00
BFY:	2020	Procurement Staff:	Coryie Gilmore
Grant:	32000001-2020	Priority:	Medium
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services: \_\_\_\_\_  
 Procurement Notes: \_\_\_\_\_

Requestor's Signature: <i>[Signature]</i> Date: 8/12/19	Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date: 8/12/19
Buyer's Signature: <i>[Signature]</i> Date: 8/14/19	Funds Approval Signature: <i>[Signature]</i> Date: 8/14/19
Procurement DPU Signature: <i>[Signature]</i> Date: 8/14/19	(Purchase over \$5,000) CFO Signature: _____ Date: _____
Assistant or Deputy Director: _____ Date: _____	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments [Click here to attach a file](#)

2019 AUG 14 AM 9:04  
 RECEIVED  
 FINANCIAL SERVICES  
 HOUSING & COMMUNITY DEV



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