



City of San Diego PURCHASE ORDER

PO No. 4500066120

Ship To: Center ID: RMAD RISK MANAGEMENT - ADMINISTRATION 1200 3RD AVE STE 1000 SAN DIEGO CA 92101-4189	Bill To: RISK MANAGEMENT - ADMINISTRATION 1200 3RD AVE STE 1000 SAN DIEGO CA 92101-4189	Date: 07/06/2015 Page 1 of 3
		Billing Contact: LISA GETZ Telephone:

Vendor: Staples Advantage 5151 Murphy Canyon Rd Ste 350 San Diego CA 92123-7303 Vendor ID: 20000609 Phone: 800-693-4463	Terms: within 30 days Due net Delivery Terms: FOB DESTINATION Deliver on or before: 06/30/2016
	Buyer: Veronica Ford Telephone: 619-236-6032

Line #	Item ID/Description	Quantity/UM	Unit Price	Extended Price
1	Dept Open - Staples - Admin Issued for payment of purchases made by the Risk Management Department via Stapleslink only as may be required through 6/30/2016 as per Bid 10039559-14-E. Contact/Billing Person: Lisa Getz 619-235-5846 LGetz@sandiego.gov Please send all invoices by email to LGetz@sandiego.gov	4,500 EA	USD 1.00	USD 4,500.00
2	Dept Open - Staples - PL Issued for payment of purchases made by the Risk Management Department via Stapleslink only as may be required through 6/30/2016 as per Bid 10039559-14-E. Contact/Billing Person: Lisa Getz 619-235-5846 LGetz@sandiego.gov Please send all invoices by email to LGetz@sandiego.gov	7,500 EA	USD 1.00	USD 7,500.00
3	Dept Open - Staples - Benefits Issued for payment of purchases made by the Risk Management Department via Stapleslink only as may be required through 6/30/2016 as per Bid 10039559-14-E. Contact/Billing Person: Lisa Getz 619-235-5846 LGetz@sandiego.gov	4,500 EA	USD 1.00	USD 4,500.00

Notes: The Terms and Conditions of this Purchase Order are available at http://sandiego.gov/purchasing/	SEE LAST PAGE FOR TOTAL
	IMPORTANT! To ensure prompt payments, PO # must appear on all shipments and invoices; and, all invoices must be directed to <i>Billing</i> Contact person at <i>Bill-To</i> address listed above



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Line #	Item ID/Description	Quantity/UM	Unit Price	Extended Price
	Please send all invoices by email to LGetz@sandiego.gov			
4	Dept Open - Staples - WC Issued for payment of purchases made by the Risk Management Department via Stapleslink only as may be required through 6/30/2016 as per Bid 10039559-14-E. Contact/Billing Person: Lisa Getz 619-235-5846 LGetz@sandiego.gov Please send all invoices by email to LGetz@sandiego.gov	10,500 EA	USD 1.00	USD 10,500.00
5	Dept Open - Staples - Safety Issued for payment of purchases made by the Risk Management Department via Stapleslink only as may be required through 6/30/2016 as per Bid 10039559-14-E. Contact/Billing Person: Lisa Getz 619-235-5846 LGetz@sandiego.gov Please send all invoices by email to LGetz@sandiego.gov	3,000 EA	USD 1.00	USD 3,000.00

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