

PURCHASE ORDER CANCELLATION REQUEST

TO: COUNTY AUDITOR

DEPARTMENT: Planning Dept.

DATE: Oct. 20, 2014

PLEASE BE ADVISED THAT I AM REQUESTING THAT THE FOLLOWING PURCHASE ORDER (S) BE LIQUIDATED AS IT (THEY) IS (ARE) NO LONGER OUTSTANDING:

P. O. #	VENDOR NAME	AMOUNT OF ORIGINAL P. O.	NIGP CODE	LESS PREVIOUS INVOICES SUBMITTED FOR PAYMENT	AMOUNT OUTSTANDING	OUTSTANDING AMOUNT TO BE LIQUIDATED
704206	Ricoh USA Inc.	\$40.00	96339	-0-	\$40.00	\$40.00

REASON: (BRIEFLY EXPLAIN): Total amount for P.O. 704206 is \$7,900.00: Obj 432=\$2,323.20; Obj 780=\$5,536.80 & Obj 855=\$40.00. I am liquidating \$40.00 from Obj 855 because I am no longer needing it.

AUTHORIZATION: *Juma Cecilia Castillo*
DEPARTMENT HEAD

10-20-14
DATE

APPROVED BY: _____
PURCHASING DEPARTMENT

DATE

APPROVED BY: _____
HIDALGO COUNTY AUDITOR

DATE

REF: _____



Purchase Order COUNTY OF HIDALGO

PO# 704206

DATE: 02/04/14

PAGE NO: 1 Of 2

PO TYPE:

VENDOR: 399566

REQ: 00249723

PHONE: (888)456-6457

EMAIL:

SHIP TO: PLANNING DEPARTMENT

1304 S. 25th Street
EDINBURG TX 78539

RICOH USA, INC.

P.O. BOX 650016

DALLAS TX 75265-0016

CONTACT:

SITE: PLANNING

SPECIAL INSTRUCTIONS: Req. 9

VENDOR NOTES

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		BUYBOARD 299-08 Comm. Court Approval on 06-28-11 AI-27180 for 48 months(4years)Expires 1-28-15 for four Ricoh Copier Machines: Acct. 780-Capital Leases-\$5,536.80 (PC 98523); Acct. 432 (Equip. & Veh R&M Services-\$2,323.20 (PC 93927); Acct. 855-Late Fees, Penalties & Fines-\$40.00 (PC 96338) Jan. 1, 2014 thru Dec. 31, 2014		
12.00	MONTH	CO One Ricoh Aficio, MP 2851SP-\$75.00; ARDR DF3030 (50 sheet)-\$13.00; Finisher SR790 (1,000 sheet)-\$15.00; Bridge Unit BU3020-\$3.00; PS 500 Large Capacity Tray-\$16.40; Digital QC 120/15 Network Powerfilter-Surge Protector \$1.00; Data Overwrite Security System-\$2.00; This Ricoh Machine with serial C14111768 will be at the Main Office at the back-1304 S. 25th St., Edinburg, (PC 98523) from Jan. 1, 2014 to Dec. 31, 2014 (Acct. 780-Capital Leases)	125.40	1,504.80
12.00	MONTH	CO Equipment Total Service - 4,000 B/W Images per month with overages @ 0.095=\$48.40 for Jan. 1, 2014 to Dec. 31, 2014. \$48.40 x 12 months (Acct. 432) PC 93927	48.40	580.80
12.00	MONTH	CO Three Ricoh Aficio MP 2851SP Copier Machines-\$75.00; ARDR DF3030 (50 sheet)-\$13.00; Finisher SR790 (1,000 sheet)-\$15.00; Bridge Unit BU3020-\$3.00; FAC38 Cabinet-\$3.00; Digital QC 120/15 Network Powerfilter-Surge Protector-\$1.00; Data Overwrite Security System-\$2.00-\$112.00 per copier Machine (\$112.00 x 3 copiers=\$336.00) from Jan. 1, 2014 to Dec. 31, 2014...PC 98523 These Machines are located at: 1) machine with serial #C14111772-Pct 1 Planning Substation in Weslaco-1902 Joe Stephens Ave; 2)This machine with seral #C14111770-Pct. 3 Planning Substation in Mission-2401 N. Moorfield; and 3)This machine with serial #CC14111771-Edinburg Main Office at front office-1304 S. 25th St. (PC 98523) Acct. 780	336.00	4,032.00
12.00	MONTH	CO Equipment total service-4,000 B/W images per month with overage @ 0.0095)-\$48.40 x 3 copiers-\$145.20 x 12 months from Jan. 1, 2014 to Dec. 31, 2014 Acct. 432 (PC 93927)	145.20	1,742.40
1.00	YEAR	CO Late fees, Penalties, and Finance Charge, etc. Acct. 855 (PC 96339)	40.00	40.00
TOTAL:				7,900.00
REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233				

Authorized by: _____

Martha L Salazar

