**Department of Environmental Quality**

Section Requisition Number:

**REQUISITION FOR SUPPLIES, EQUIPMENT, OR SERVICE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliver To:**  **Section:**  **Address:**  **Attention:** | | Chris Clipper  Water Quality Division  Headquarters | | **Vendor: Attention:**  **Address:**  **Phone/Email:** | City of Portland Printing and Distribution  Heather Saby  503-823-4448 Heather.Saby@portlandoregon.gov | | | |
| **Fiscal Yr.** |  | **Fund Code (AY – Index – PCA)** | | | **Date Wanted:** | | | 7/15/13 |
| **F.O.B.** |  | 26986 | | | **Price Agreement No:** | | |  |
| **Item No.** | **Stock No.** | | **Description** | | **Qty.** | **Unit** | **Unit Price** | **Total Price** |
|  |  | | Postcards - printing/bindery/outsourced addressing | | 1.00 |  | $422.00 | $422.00 |
|  |  | | Postcards - postage estimate (first class presort) | | 1.00 |  | $1,030.00 | $1,030.00 |
|  |  | |  | |  |  |  | $0.00 |
|  |  | | (Postcards are part of the public notice for 2013 WQ permit fee increase rulemaking.) | |  |  |  | $0.00 |
|  |  | |  | |  |  |  | $0.00 |
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|  |  | |  | |  |  |  | $0.00 |
|  |  | |  | |  |  |  | $0.00 |
| **Prepared By** **Telephone No.** **Date** | | | | | **Subtotal** | | | $1,452.00 |
| Chris Clipper x5656 July 10, 2013 | | | | | **Shipping/Handling** | | | $0.00 |
| **Program Manager (or Acting) Approval** (when required) **Date** | | | | | **Total** | | | $1,452.00 |
|  | | | | | **Purchase Order No.** | | |  |
| Typed name: Dennis Ades | | | | | **Purchase Request No.** | | |  |
|  | | | | | **EPO No.** | | |  |
| **Program DA (or Acting) Approval** (when required) **Date** | | | | | **TSO No.** | | |  |
|  | | | | |  | | | |
| Typed name: | | | | |  | | | |
|  | | | | | **Voucher No.** | | | **Date** |
| **Other Approval**, e.g. Budget(when required) **Date** | | | | |  | | | |
|  | | | | | **Purchasing Coord. Approval** | | | **Date** |
| Typed name: | | | | |  | | |  |