**Department of Environmental Quality**

 Section Requisition Number:

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliver To:****Section:****Address:****Attention:** | Chris ClipperWater Quality DivisionHeadquarters  | **Vendor:Attention:****Address:****Phone/Email:** | City of Portland Printing and DistributionHeather 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 |
|       |       |       |       |      |       | $0.00 |
|       |       |       |       |      |       | $0.00 |
|       |       |       |       |      |       | $0.00 |
|       |       |       |       |      |       | $0.00 |
|       |       |       |       |      |       | $0.00 |
|       |       |       |       |      |       | $0.00 |
|       |       |       |       |      |       | $0.00 |
|       |       |       |       |      |       | $0.00 |
|       |       |       |       |      |       | $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:       |  |  |