STATE OF OHIO
REQUEST TO PURCHASE

Req. No./Order No. 104751		**If Term Contract:**
Ordered by (name of person and department/office) Colette D. Ramey	Date ~~06/04/2012~~ 6/24/12	Contract No.
Order Approved By (department head/office chief)	Date	Index No.
Ship to (name and address) GRAFTON CORRECTIONAL INST ATT: WAREHOUSE 8 AM - 2 30 PM 2500 S. AVON BELDEN RD GRAFTON, OH 44044	Delivery Date	Contract Expiration Date:
		Terms
Suggested Vendor (name & address) US POSTMASTER CMRS-POC BOX 5075 CAROL STREAM IL 60132-0575		Vendor ID No. 99487
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	Account	ALI	DEPT	Program	Grant/Prj	Project	Serv Loc	Reporting	Agency Use
GRF	524104	501321	DRC710310	5010Q					

Optional Quantity on Hand	Quantity Ordered	Unit	Item Description, Specification, and Justification	Unit Cost	Total Cost
0	2	ea	REPLENISH POSTAGE ON HAND	2,000.000	$4,000.00
			postage for meter 1st & 2nd qrt , fy 13		
			tag mail room		

Example Only

don't send to vendor give to Bobbie.

Certification of Funds	Date	Initial	Grand Total
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	6/27/12	BC	$4,000.00
	FY 13	Qrt.	

Business Office/Fiscal Administration Use Only

Approved for Purchase	Signature	Date
☐ Yes ☐ No		

DRC1918 E (rev. 07/07) - *formerly GEN-1038*

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