City of San Diego
PURCHASE ORDER

PO No. 4500081732

Date: 08/10/2016 **Page 1 of 2**

Ship To:
SDFD FISCAL SVCS
SDFD FISCAL & INFO. SVCS MS 604
1010 2ND AVE STE 400
SAN DIEGO CA 92101-4970

Bill To:
SDFD FISCAL SVCS
MS 604
1010 2ND AVE STE 400
SAN DIEGO CA 92101-4970

Billing Contact:
Mayanne Del Moral

Telephone:

E-Mail: MSDELMORAL@SANDIEGO.GO

Vendor: Staples Contract & Commercial, Inc
Staples Business Advantage
500 Staples Drive
Framingham MA 01702

Vendor ID: 10013518 **Telephone:** 800-693-4463 **E-Mail:** jamie.blancas@staples.com

Terms:
within 30 days Due net

Delivery Terms:
FOB FOB DESTINATION

Buyer: Susannah Shoaf

Telephone: 619-236-6190

E-Mail: SShoaf@sandiego.gov

Line #	Item ID/Description	Del.Date	Quantity/UM	Unit Price	Extended Price
2	**STAPLES - FISCAL/ADMIN** FY17 Department Open PO for Purchases by Fiscal/Admin via Staples as may be required for period 07/01/2016 to 06/30/2017 Department Contact: Mer Chiodo MChiodo@sandiego.gov 619-533-4319 **** Item partially delivered	06/30/2017	20,000 EA	USD 1.00	USD 20,000.00
3	**STAPLES - HR** FY17 Department Open PO for Purchases by HR via Staples as may be required for period 07/01/2016 to 06/30/2017 Department Contact: Mer Chiodo MChiodo@sandiego.gov 619-533-4319619-533-4319 **** Item partially delivered	06/30/2017	6,000 EA	USD 1.00	USD 6,000.00
4	**STAPLES - PAYROLL** FY17 Department Open PO for Purchases by Payroll via Staples as may be required for period 07/01/2016 to 06/30/2017 Department Contact: Mer Chiodo MChiodo@sandiego.gov 619-533-4319619-533-4319 **** Item partially delivered	06/30/2017	2,500 EA	USD 1.00	USD 2,500.00
5	**STAPLES - PSU;1109** FY17 Department Open PO for Purchases by PSU via Staples as may be required for period 07/01/2016 to 06/30/2017 **** Item partially delivered	06/30/2017	1,000 EA	USD 1.00	USD 1,000.00
6	**STAPLES - DIVISON MANAGEMENT;1109** FY17 Department Open PO for Purchases by Division Management via Staples as may be required for period 07/01/2016 to 06/30/2017	06/30/2017	1,000 EA	USD 1.00	USD 1,000.00

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; all invoices must be directed to *Billing* Contact person at *Bill-To* address listed above

City of San Diego
PURCHASE ORDER

PO No. 4500081732

Date: 08/10/2016 **Page 2 of 2**

Line #	Item ID/Description	Del.Date	Quantity/UM	Unit Price	Extended Price
	Department Contact: Mer Chiodo MChiodo@sandiego.gov 619-533-4319619-533-4319				
****	Item partially delivered				

Notes: The Terms and Conditions of this Purchase Order are available at http://sandiego.gov/purchasing/

IMPORTANT!

To ensure prompt payments, PO # must appear on all shipments and invoices; all invoices must be directed to *Billing* Contact person at *Bill-To* address listed above

Line Item Total	$	30,500.00
Tax	$	0.00
PO Total	**$**	**30,500.00**

Rev 04 - 16