Department Head Approval *:

Eileen M. McElligott SAR

Executive Director Approval *:

* Above signatures reflect approval of the department's spreadsheet. Exceptions are to be noted individually in the spreadsheet.

Department	GA
Fund	(Multiple Items)
Doc Type	PORD

Open Purchase Orders

Last refreshed: 1/12/2017

Sum of Amount PO Number	Item Text	Fiscal Year 2016	Mark with 'X' Carry Forward	Dec. & Close / Release	Criminal Code	Justification	Dept. Head Approval (Y or N)	ED Approval (Y or N)
0003070364	LineItem# 00016 : Facilties: 11-RFP-19 Fleet Maint. & Rpr	$35,367.96	X		1 - Unforeseen Change	Please carryforward remaining balance. 2017 expenditures are expected to be higher than current 2017 PO value based on recent average expenditures.		
	LineItem# 00015 : Facilites: 11-RFP-19 Fleet Mgt. Service	$1,490.26		X	3 - Best Interest of the District	Fully expended in 2016.		
	LineItem# 00017 : Facilities: 11-RFP-19 Fleet Fuel Charges	$7,159.31		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003078214	LineItem# 00014 : Mail Machine Specialty Supplies	$155.24		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003080512	LineItem# 00005 : Srvc Heidelberg Polar 78X Paper Cutter	$2.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00006 : Parts/Rpr Heidelberg Polar 78X Cutter	$800.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003081045	LineItem# 00011 : 14-RFP-01 Coffee Services 2016	$107.70		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003082250	LineItem# 00003 : Facilities: 14-425-12 Specialty Paper	$17,546.64		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003083621	LineItem# 00002 : 14-438-11 Two-Color Offset Press-Maint	$1,493.62		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003083724	LineItem# 00003 : 14-437-12 Print Shop Booklet Maker Maint	$4,234.00	X		2 - Germane to Contract	Please carryforward remaining balance. The contract expiration date of 14-437-12 is 12/4/17. The purchase order was created without a 2017 line in error. This carryforward of 2016 unexpended balance will act as the 2017 PO line.		
0003083751	LineItem# 00003 : GA: 14-RFP-22 Remote Records Storage	$6,859.71		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003083965	LineItem# 00002 : Maintenance for X-Ray Machine	$4,356.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003084016	LineItem# 00002 : State Legislative Liaison 15-RFP-02	$8,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003084856	LineItem# 00002 : MOBA Bldg Exterior Walls Sealant Project	$2,896.38		X	3 - Best Interest of the District	Contract is complete.		
0003086396	LineItem# 00002 : 15-400-11 Police Uniforms (2016)	$35.77		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003087016	LineItem# 00001 : PRISM Compliance Mgmt Soft Consult	$13,775.00	X		1 - Unforeseen Change	Please carryforward full balance. Vendor did not complete full implementation of the PRISM software in 2016. Vendor will complete work in 2017.		
0003087425	LineItem# 00002 : Parts Bourg Spine Glue Machine	$500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003087496	LineItem# 00001 : Police: Criminal History Checks	$1,756.25		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003087727	LineItem# 00001 : Facilities: Common Areas Maint 2016	$68,132.86		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003087919	LineItem# 00001 : GA Grainger Lot: Hardware	$270.72		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : GA Grainger Lot: Electrical	$1,472.80		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : GA Grainger Lot: Plumbing	$664.88		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003087945	LineItem# 00003 : 2016 Diversity Office Supply Contract	$100.43		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : 2016 Pub Aff Office Supply Contract	$271.63		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00001 : 2016 Admin Srvcs Office Supply Contract	$3,920.40		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003088165	LineItem# 00002 : MOBA Elevator Inspection	$720.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00001 : MOB Elevator Inspection	$240.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003088368	LineItem# 00002 : Inst Vehicle Location System (GSA) 2016	$10,193.51		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		

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PO Number	Item Text	2016	Carry Forward	Dec. & Close / Release				
0003088368	LineItem# 00001 : Maint Vehicle Location System (GSA) 2016	$346.60		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003088453	LineItem# 00001 : Federal Legislative Consulting 16-RFP-01	$91,555.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003088797	LineItem# 00001 : 16-405-12 Xerox 2016 Color Base Maint	$4,336.27		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : 16-405-12 Xerox 2016 Color Click Chg	$14,863.01		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : 16-405-12 Xerox 2016 Mono Base Maint	$37,813.49		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00004 : 16-405-12 Xerox 2016 Mono Click Chg	$0.91		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003089324	LineItem# 00006 : Facilities: Other Elec. Items/Parts	$3,705.13		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00005 : Facilities: Elec. Items/Lamps	$4,359.74		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003090419	LineItem# 00001 : Full Color Tri-Fold Brochures	$240.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003090993	LineItem# 00004 : 2016 15-RFP-19 (Re-Bid)Mcrflm&Scn ENG/MO	$704.17		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : 2016 15-RFP-19 (Re-Bid)Mcrflm&Scn HR	$1,181.08		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : 2016 15-RFP-19 (Re-Bid)Mcrflm&Scn ENG	$6,136.21		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00001 : 2016 15-RFP-19 (Re-Bid) Mcrflm&Scn Law	$41.67		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00005 : 2016 15-RFP-19 (Re-Bid)Mcrflm&Scn FIN	$79.35		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003091508	LineItem# 00004 : Top to Top Bracket (2)	$4.74		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Overhead cabinet	$2,180.12		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00003 : Modesty Panel	$232.16		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00005 : Cabinet w/4 file drawers below	$1,908.27		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00016 : L-Base, 24Wx28-3/8Hx12D	$185.22		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00008 : Pedestal, Box/Box/File	$510.93		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00018 : Tackboard, Wall Hung	$179.87		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00012 : 42Wx24Dx1-1/2H Worksurface, rectangular	$165.06		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00013 : 48Wx24Dx1-1/2H Worksurface, rectangular	$177.03		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00001 : Knoll task chair	$568.22	X		1 - Unforeseen Change	Please carryforward full balance. Vendor did not deliver chair in 2016. Vendor will deliver chair in 2017.		
	LineItem# 00020 : Installation	$1,150.00		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00006 : End Panel	$131.04		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00007 : Fascia, Recess both sides	$67.41		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00009 : Pedestal, File/File	$1,081.08		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00011 : L-Shelf, Wall Hung	$685.44		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00014 : 60Wx24Dx1-1/2H Worksurface, rectangular	$202.55		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00015 : 72Wx30Dx1-1/2H Worksurface, rectangular	$233.42		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00017 : T5 Task Light	$159.08		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00019 : Sapper Single Arm Kit	$144.99		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00010 : Pencil Tray	$12.60		X	3 - Best Interest of the District	Items have been delivered.		
0003091814	LineItem# 00005 : Sw,Passpoint,Pre-Registration Module	$2,590.00		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00006 : Snapshell 900dx	$2,650.50		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00007 : Ptr,Dymo,Labelwriter,450 Turbo	$264.44		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00003 : Passagepoint,Global,Support,1 Year	$760.00		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00004 : Passagpnt,Remote,Train/Install,Full Day	$1,395.00		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00008 : Thermal Printable Badges	$197.00		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00001 : Sw,Passpoint,Global,V10,Client License	$3,230.00		X	3 - Best Interest of the District	Items have been delivered.		
	LineItem# 00002 : Sw,Passpoint,Directory Link License	$650.00		X	3 - Best Interest of the District	Items have been delivered.		
0003091880	LineItem# 00001 : "Restore the Canopy" ad	$1,425.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		

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0003091937	LineItem# 00004 : Labor to install:Platform, Lift,and Dock	$700.00	X		1 - Unforeseen Change	Please carryforward full balance. Vendor delays caused delivery of Commissioner Bradford's finished vehicle to be received in 2017.		
	LineItem# 00002 : Bruno Curb-sider VSL 6000	$2,590.00	X		1 - Unforeseen Change	Please carryforward full balance. Vendor delays caused delivery of Commissioner Bradford's finished vehicle to be received in 2017.		
	LineItem# 00001 : Adapt Solutions XLS-EXL11L	$4,120.00	X		1 - Unforeseen Change	Please carryforward full balance. Vendor delays caused delivery of Commissioner Bradford's finished vehicle to be received in 2017.		
0003092106	LineItem# 00001 : Business Writing	$0.05		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003092192	LineItem# 00001 : UV coating for 500 Budget Covers	$85.00	X		1 - Unforeseen Change	Please carryforward remaining balance. Finished budget book covers were not received until 2017.		
0005001528	LineItem# 00004 : 15-416-11 Bldg Eng Svcs Annex	$134,920.99	X	X	1 - Unforeseen Change	Please carryforward $105,000 to complete Flakt fan repair project in 2017. Please decrease and close remainder to reflect actual expenditures.		
	LineItem# 00003 : 15-416-11 Bldg Eng Svcs MOB	$84,209,04		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0005001533	LineItem# 00003 : 15-408-11 MOB Janitorial Svcs	$1,466.76		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00004 : 15-408-11 Annex Janitorial Svcs	$4,110.74		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008263	LineItem# 00001 : Police: Body Armor	$1,392.50		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008266	LineItem# 00001 : Police: Heavy Equipment Tow	$1,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008271	LineItem# 00001 : Facilities:Open Order Mail Service	$714.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008277	LineItem# 00002 : Police: Vehicle Equipment Repair-Parts	$1,390.17		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00001 : Police: Vehicle Equipment Repair-Labor	$3,165.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008287	LineItem# 00001 : Police: Towing (South)	$1,050.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008289	LineItem# 00001 : Police: Towing (North)	$1,125.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008292	LineItem# 00003 : Facil: Open Ord Print Shop Prts/Supplies	$1,668.71		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00001 : Facil: Open Ord Serv Print Shop Eqpt	$2,107.13		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Facil: Maintain Paper Cutter Knives	$931.32		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008303	LineItem# 00001 : Used Fryer Oil Removal-MOB	$115.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Used Fryer Oil Removal-SWRP	$10.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008308	LineItem# 00001 : Fac: Open Order Plate Service	$2,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008315	LineItem# 00001 : Fac:Open Order Maint Kitchen Appl - MOB	$2,379.49		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Fac:Open Order Maint Kitchen Appl - SWRP	$1,600.27		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008330	LineItem# 00001 : Facilities: Bar hand soap	$200.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008338	LineItem# 00001 : Facilities: Opn Ordr Kitchn Exhaust MOB	$50.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Facilities: Opn Ordr Kitchn Exhaust SWRP	$50.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008340	LineItem# 00001 : Facilities:Open Order Locks-MOB	$28.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Facilities:Open Order Locks-ANNEX	$374.50		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008342	LineItem# 00001 : Exterior Window Washing - MOB	$70.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008345	LineItem# 00001 : Fac: Open Order Wipes-Dispensers	$37.24		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008347	LineItem# 00001 : Facilities: Messenger Service	$300.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008371	LineItem# 00001 : PRINT SHOP Items and Compounds	$3,420.09		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008375	LineItem# 00001 : Facilities:Open Order Glazing-window rpr	$500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008377	LineItem# 00001 : Fac: Open Ord Carpet Repair Serv	$2,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		

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PO Number	Item Text	2016	Carry Forward	Dec. & Close / Release				
0008008377	LineItem# 00002 : Fac: Re-carpeting of Small Areas	$1,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : Fac: Carpet Tile Installation	$1,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008378	LineItem# 00001 : PA: Catering	$1,610.25		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008380	LineItem# 00001 : PA: Boxed Lunches/Pastry Trays	$168.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008396	LineItem# 00001 : Facilities: Repair Chairs/Desks	$449.59		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008397	LineItem# 00001 : Facilities: Acrylic Chair Mats	$1,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008403	LineItem# 00001 : Facilities:Open Order-Cafeteria Supplies	$1,122.04		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008407	LineItem# 00001 : Facilities:Open Order MOB Scavenger Svc.	$863.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Food Waste Utilization for Compost	$286.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : Facilities: dumpster permit fee	$24.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00004 : F&D Biodegradable Liners for Compost	$600.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008415	LineItem# 00001 : Graphics Arts Supplies - General	$215.68		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008416	LineItem# 00001 : Photo/Video Supplies	$24.50		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008429	LineItem# 00001 : Bus Rental	$22.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008433	LineItem# 00001 : Public Affairs: Party Rental Items	$7,376.21		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008441	LineItem# 00001 : MOB Garage Roll Up Door Rpr	$318.73		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : Annex Revolving, Side Doors	$2,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : MOB Lobby, Board Room, WCC Doors	$247.81		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008445	LineItem# 00001 : Police: Logo & Lettering-Labor	$2,836.85		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Police: Logo & Lettering-Parts	$1,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008454	LineItem# 00001 : PA: Camera cleaning & maintenance	$400.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008459	LineItem# 00003 : Convenience Station Refrigerators - MOBA	$2,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Convenience Station Microwaves - MOB	$2.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00001 : Convenience Station Refrigerators - MOB	$1,508.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00004 : Convenience Station Microwaves - MOBA	$2.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008460	LineItem# 00001 : GA: Open Order: Toner Cartridges	$851.05		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008462	LineItem# 00001 : PA: Photo Processing/Reproduction	$112.40		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008463	LineItem# 00001 : PA: Graphics: Metal Plaques	$2,219.65		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008464	LineItem# 00001 : PA: Graphics: Diploma Holders	$12.50		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008472	LineItem# 00001 : PA: Laundry Services	$700.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008485	LineItem# 00001 : PA: Toner/Drums for Graphics Printer	$22.95		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008498	LineItem# 00001 : PA: Graphics: Union Bug Printing	$3.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008517	LineItem# 00001 : PA: Graphics: Custom Framing	$36.42		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008008530	LineItem# 00001 : Facilities: Translation Services	$500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
Grand Total		$674,442.50						