



UC San Diego

Policy & Procedure Manual

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PURCHASING

Section: 523-12.2 EXHIBIT A

Effective: 05/06/1986

Supersedes: 09/05/1975

Review Date: TBD

Issuance Date: 05/06/1986

Issuing Office: [Imprints](#)

EXHIBIT A

IT IS UNDERSTOOD THAT THE PERSON APPROVING THIS ORDER HAS THE PROPER AUTHORITY TO DO SO AND THAT FUNDING INDICATED IS AVAILABLE.

<input checked="" type="checkbox"/> POR	<input type="checkbox"/> SUB-ORDER	<input type="checkbox"/> LVPO	SUGGESTED VENDOR Duplicating Specialists 2136 El Cajon Blvd. San Diego, CA 92104		
REQUESTION DATE 2/14/86	REQUESTION NUMBER D 01012	ORDER IS NOT VALID UNLESS FOR THE CUSTOMER'S ADDRESS, EFFECTIVE INCLUDING SALES TAX AND FREIGHT			
DEPARTMENT English	MAIL CODE Q-020	DEPARTMENT PHONE 3234	BUYER Helen Rich Q-020		
DATE NEEDED 3/19/86	COST NOT TO EXCEED \$ 500.00	SEND FOR COPY TO	MAIL CODE 6 406001		
DEPARTMENT AUTHORIZED SIGNATURE <i>Jay Howard</i>	DATE 2/14/86	GRANT CONTRACT NUMBER	FUND 19900		
SIGNATURE <i>Jay Howard</i>	PHONE NO. 3234	TAX CHECK ONE TAXABLE <input type="radio"/> NON-TAXABLE <input type="radio"/>	ORDER NUMBER 2 6 9 4		
UNIVERSITY OF CALIFORNIA, SAN DIEGO		VENDOR: ORDER NUMBER IS TEN CHARACTERS AND MUST APPEAR ON ALL INVOICES, PACKING SLIPS, PACKAGES, AND RELATED CORRESPONDENCE			
PURCHASE REQUISITION		UNIVERSITY OF CALIFORNIA, SAN DIEGO RECEIVING DEPARTMENT 3175 MIRAMAR ROAD, BLDG. 509 LA JOLLA, CALIFORNIA 92093			
VENDOR NAME AND ADDRESS:		SHIP TO			
VENDOR NO.		ATTN: REQUESTOR BLDG-ROOM PHONE NO.			
PRICE BY		OTHER Harry Dover x3234 Bldg 1 A Rm 603			
F.O.B.		ATTN: REQUESTOR BLDG-ROOM PHONE NO.			
SHIP BY		CONFIRMING DATE			
INV. OBJ. CODE	ITEM NO.	QUANTITY UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		1 ea	A Single Lever Mimeograph, with independent dampening and inking system, runs 11 x 17 sheet size. Model #10000. Estd cost \$400.00 (see attached justification)		
DELIVERY DATE:				TAX	
				TOTAL	
<p>◆ DIRECT ALL QUESTIONS RELATING TO THIS ORDER TO THE PURCHASING DEPARTMENT, Q-020 THE UNIVERSITY OF CALIFORNIA, SAN DIEGO LA JOLLA, CALIFORNIA 92093</p> <p>INQUIRIES TO → TELEPHONE ()</p> <p>BILL TO → PLEASE ITEMIZE ALL CHARGES SHOW CALIFORNIA SALES TAX PERMIT NUMBER WHEN BILLING CALIFORNIA TAX MAIL INVOICE IN TRIPLICATE TO THE UNIVERSITY OF CALIFORNIA, SAN DIEGO ACCOUNTING OFFICE (Q-027) LA JOLLA, CALIFORNIA 92093</p> <p>APPROVAL (TYPE-PRINT) _____</p> <p>AUTHORIZED SIGNATURE _____</p>					
PURCHASING OFFICE INSTRUCTIONS		ACTION CODE			
SPECIAL CLAUSES		ACKNOWLEDGE			
ATTACHED APPENDICES		EXPENDING CODE			
RETENTION PERIOD FO-2135		FEDERAL FUNDS 10 yrs OTHER FUNDS 5 yrs		CENTRAL PURCHASING OFFICE (Q-026)	