

## Sample Transaction Log

In an effort to assist our customers in assembling monthly purchasing card records, we created a sample record and placed it on our website. The sample record is an example of what a complete record should consist of, with examples of documentation required when office furniture is purchased outside of MCE, a consultant is hired, and/or food is purchased. Cardholders will probably not need all this documentation each month, but we wanted to provide a comprehensive sample record. Please note that it is very helpful when the receipts are retained in the order as they appear on the transaction log. Should you have any questions or need assistance, please feel free to contact us at 301-405-5834 or via email at [pcard@umd.edu](mailto:pcard@umd.edu).

## UM PURCHASING CARD CARDHOLDER TRANSACTION LOG

Cardholder Name: **DOE, JOHN A**  
Cardholder Account: **03 - 145225**

Month/Billing Cycle: **06-26-07 to 07-25-07**

Each cardholder is to follow their department's internal procedures to insure appropriate authorization and review occurs before purchases are made. VISA statement, original receipt, order forms, packing slips and sufficient documentation to satisfy an auditor's questions regarding the legitimacy of the purchase **MUST** be kept with this Log. All of the above are to be filed in a central location within your department.

By signing this Log, the Cardholder and Reviewer certify that purchases shown match the corresponding VISA statement and comply with University of Maryland and Maryland State purchasing guidelines and regulations.

*John Doe* 8/7/07  
\_\_\_\_\_  
Cardholder Signature and Date

*Margaret Moore* 8-7-07  
\_\_\_\_\_  
Authorized Reviewer Signature and Date

**Total # of transactions = 10 Total Dollar = 9,574.27**

PostDate	TranDate	Merchant	Bill Amount	Campus	Account	Subcode	Reallocate Amount
07-02-07	06-28-07	STAPLES DIRECT00209411	-111.99	01	333001	3952	-111.99
3131114317002	Deduct incorrect charge for one case of thermal roll register tape for MS						
07-05-07	07-03-07	STAPLES DIRECT00209411	111.99	01	333001	3952	111.99
3131114317003	One case of thermal roll register tape for MS-charged incorrectly						
07-09-07	07-07-07	GATEWAY BUSINESS DIRECT	2,490.09	01	773020	3952	2,490.09
	Upgrade CRS public stations						
07-11-07	07-10-07	GATEWAY BUSINESS DIRECT	4,521.09	01	773020	3952	4,521.09
	CRS front desk low profile computers						
07-16-07	07-13-07	AQUIS COMMUNICATIONS	9.50	01	333001	3952	9.50
VUGEB7DC079	CRS pager charges for July						
07-23-07	07-20-07	CHARLES COUNTY OFFICE FUR	330.00	01	773020	3952	330.00
	Special order shelf for panels for center office cubile						
07-23-07	07-20-07	GIANT FOOD INC #316	115.32	01	333001	3952	115.32
	Food for summer student appreciation picnic and GET						
07-23-07	07-20-07	TARGET 00012955	231.93	01	333001	3952	231.93
0000000000000000	Candy for GET						
07-23-07	07-20-07	STAPLES 00102269	26.34	01	333001	3952	26.34
000154435	Nametags for GET						
07-23-07	07-20-07	VIRGINIA GOLF CARS	1,850.00	01	300089	3952	1,850.00
91487 Alex	Supplies for Student Education Program Outreach New Resident Orientation						

Notes:



**Reviewer Reviewed on:8/07/07 by Moore, Margaret**  
**Reviewer Notes:**

---

Update

Back to Select Report Page

DownLoad to Excel

---

[ARES PCard Home](#)

**Bank of America  
Corporate Purchasing Card  
Cardholder Activity**

Statement Date	07-25-07	This is Not a Bill
Credit Limit	\$20,000	Do Not Pay
Cash Limit	\$0	
Days in Billing Cycle	30	Total Activity <b>\$9,574.27</b>

JOHN DOE  
UNIV OF MD01333

Card Account Number:  
1234 1397 0057 1235

**CARDHOLDER ACTIVITY**

Post Date	Tran Date	Reference Number	Transactions	MCC	Charge	Credit
07-02	06-28	74164077180105000001192	STAPLES DIRECT00209411 PUTNAM CT	5111		111.99
07-05	07-03	24164077185105155131323	STAPLES DIRECT00209411. 800-3333330 CT	5111	111.99	
07-09	07-07	24418007188190000060008	GATEWAY BUSINESS DIRECT .800-8462000 SD	5969	2,490.09	
07-11	07-10	24418007191192000166509	GATEWAY BUSINESS DIRECT 800-8462000 SD	5969	4,521.09	
07-16	07-13	24294947194900016400065	AQUIS COMMUNICATIONS 973-5608115 NJ	4812	9.50	
07-23	07-20	24301337203118000100047	CHARLES COUNTY OFFICE FUR800-9242150 MD	5712	330.00	
07-23	07-20	24164077234091008518000	TARGET 00012955 GREENBELT MD	5310	231.93	
07-23	07-20	24610437234072013801942	GIANT FOOD INC #316 GREENBELT MD	5411	115.32	
07-23	07-20	24164077235105161252998	STAPLES 00102269 BERWYN HEIGHTMD	5111	26.34	
07-23	07-20	24073148240900016400038	VIRGINIA GOLF CARS 540-4337881 VA	5599	1,850.00	

Customer Service  
1.888.449.2273, 24 hours

Outside the U.S.  
1.509.353.6656, 24 hours

For Lost or Stolen Card:  
1.888.449.2273, 24 hours

Send Billing Inquiries to:  
BANK OF AMERICA  
PO BOX 15184,  
WILMINGTON DE 19850-5184

**Account Summary**

Previous Balance		\$0.00
Credits	-	\$0.00
Cash	+	\$0.00
Purchases	+	\$9,574.27
Other Debits	+	\$0.00
Overlimit Fees	+	\$0.00
Cash Fees	+	\$0.00
Other Fees	+	\$0.00
<b>Total Activity</b>	=	<b>\$9,574.27</b>

Please see the reverse side for information about your account.

**Corporate Purchasing Card**

Account No. 1234 1397 0057 1235  
Total Activity \$9,574.27

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

JOHN DOE  
UNIV OF MD01333  
CAMPUS RECREATION SERVICES  
1115 EPPLEY RECREATION CENTER  
COLLEGE PARK MD 20742-0001

\*\*N0004874

# FACSIMILE TRANSMISSION SHEET

**Staples Business Delivery (US)**  
**Regina Contact Centre**  
**Phone: (800)378-2753**  
**Fax: (877)200-4319**  
**URL: [www.staples.com](http://www.staples.com)**



that was easy.™

SEND TO: John Doe	FROM: Lynise	EXT: 8162
ATTENTION: John	DATE: 7/3/07	TIME: 1:26
FAX NUMBER: (301) 226-4455	PHONE NUMBER: ( ) -	

- Urgent     Packing Slip/  
Invoice     Please Comment     Please Review     For Your  
Info.

**Re: Order Number:**

**Total Pages Including Cover Sheet:**

2

Thank you for contacting Staples,

Here is a confirmation that will show you the credit and charge that will show on your account.

Should you require further assistance please use the contact information below.

Thank you for your patience concerning this matter.

Lynise  
Customer Service Representative

e-mail: [support@orders.staples.com](mailto:support@orders.staples.com)  
phone : 1-800-333-3330



For Customer service, call  
1-800-333-3330, or e-mail at  
support@orders.staples.com.  
Order on-line 24 hours a day,  
7 days a week.

STAPLES BUSINESS DELIVERY. that was easy.  
UNIVERSITY OF MARYLAND

REFER TO THIS ORDER NO. FOR ALL INQUIRIES		
CUSTOMER NO.	SHIP DATE	ORDER NO.
60	06/29/2007	313111-4317-002
PURCHASE ORDER NO.		RELEASE NO.
COST CENTER		REQUISITIONER

FC: CHAMBERSBURG, PA

SHIPPING LOCATION:

CARRIER/ROUTE:

\*\*\*\*\*  
\*\* TOTAL PACKAGES \*\*  
\*\* RETURN AUTHORIZATION \*\* HUB:03879 ROUTE:KM \*\*  
\*\* -000-000 \*\*  
\*\*\*\*\*

PAGE: 1 R

ELEVATOR: N FLOOR: 1 HOURS: 9A-5P

Attn. John Doe  
1115 Eppley Rec. Ctr.  
College Park, MD 20742001  
Telephone: (301) 226-0000

NEAREST CROSS STREET: MAIN OFFICE FOR REC BUILDING

SPECIAL INSTRUCTIONS

--PICKUP ALL ITEMS LISTED BELOW--  
NO PICK UP NEEDED PRODUCT WAS RETURNED  
TO FC

ITEM NUMBER	ITEM DESCRIPTION / MODEL NUMBER	UNIT MEAS.	QTY. ORDERED	QTY. SHIPPED	STAPLES PRICE	EXTENDED PRICE
386632	ROLL THERMAL 3-1/8X/RT 386632	CT	1	1	111.99	111.99
MERCHANDISE TOTAL . . . .						111.99
DELIVERY :						WAIVED
TAX . . . . .						.00

Need to return something? Please  
call Customer Service to process  
a return.

PAYMENT METHOD: VISA

TERMS:

TOTAL VALUE  
OF ORDER:

111.99

Thank You For Your Order! Staples, Inc.



For Customer service, call  
1-800-333-3330, or e-mail at  
support@orders.staples.com.  
Order on-line 24 hours a day,  
7 days a week.

STAPLES BUSINESS DELIVERY. that was easy.

REFER TO THIS ORDER NO. FOR ALL INQUIRIES

CUSTOMER NO.	SHIP DATE	ORDER NO.
	06/22/2007	313111-4317A
PURCHASE ORDER NO.	RELEASE NO.	
COST CENTER	REQUISITIONER	

FC: CHAMBERSBURG, PA

SHIPPING LOCATION:

CARRIER/ROUTE: COU/ KM  
LAN-KM-00000 Link: 1-1  
TOTAL PACKAGES: 0  
(A-3) 0

PAGE:

1 R

UNIVERSITY OF MARYLAND

Attn. John Doe  
1115 Eppley Rec. Ctr.  
College Park, MD 20742001  
Telephone: (301) 226-0000



SPECIAL INSTRUCTIONS

ITEM NUMBER	ITEM DESCRIPTION / MODEL NUMBER	UNIT MEAS.	QTY. ORDERED	QTY. SHIPPED	STAPLES PRICE	EXTENDED PRICE
Coupons and other adjustments are deducted after the Merchandise Total.						
268243	CREDIT CARD ROLL 3 /OA 268243	PK	10	10	18.85	188.50
386632	ROLL THERMAL 3-1/8X/OA 386632	CT	2	2	111.99	223.98
MERCHANDISE TOTAL...						412.48
DELIVERY :						WAIVED
TAX.....						.00



Need to return something? Please  
call Customer Service to process  
a return.

PAYMENT METHOD: VISA TERMS:

TOTAL VALUE OF ORDER:

412.48

Thank You For Your Order! Staples, Inc.

# Gateway

Gateway Companies, Inc.  
 PO Box 1760  
 North Sioux City SD 570491760  
 Tel: 800-846-2000  
 Fax: 605-232-2718

Gateway Companies Inc.  
 Dept. At 952307  
 Atlanta GA 311922307

Date: 07/07/07 Invoice #: 5751 Client P.O.: CC Client I.D.: 32 Sales Representative:

Payment Terms: SEE BELOW Ship Via: Federal Express Ground Comm Gateway Order #: 78311490 Order Date: 06/21/07

PO#CC

PO#CC

Univesity of Maryland  
 Campus Recreation  
 1115 Epply Rec Ctr  
 College Park MD 207420001

Univesity of Maryland  
 Campus Recreation  
 1115 Epply Rec Ctr  
 College Park MD 207420001

## RECEIPT OF PURCHASE

Qty - Item # / Description	System Serial #	Unit Price	Amount
3 1014295R Gateway E-2600S Serial Numbers for item	1014295R	676.57	2029.71
	0039293637		
	0039293638		
	0039293639		
3 1532578 B-Value Plus ServPlan 5yr Parts/Labor/NBDOnsite/Tech-Eseries		153.46	460.38

Shipped Items  
 Sub-Total Taxable Amount .00  
 Tax @ .00

Payment Term: Visa Credit Card XXXXXXXXXXXXXXXX 2490.09

This is not a bill. This is a receipt for your records only. We appreciate your business.

Correct FEIN is 46-0431398. Not subject to backup withholding. Gateway Professional, LLC collects applicable sales/use tax on its sales or as agent for 3rd Party Warranty providers in those states where it is legally obligated to do so. In other states, you are responsible for remitting applicable sales tax on merchandise directly

Purchase Sub-Total Sales Tax Freight & Handling

TOTAL =>

Continued

107206 \*REPRINT

Page #

1

Remit To: Please return this portion with your payment. Disregard this notice if payment has been made.

Gateway Companies Inc.  
 Dept. At 952307  
 Atlanta GA 311922307  
 Tel: 800-846-2103  
 Fax: 605-232-2112

Client ID

Invoice Date

Invoice #

Total



# Gateway

Gateway Companies, Inc.  
PO Box 1760  
North Sioux City SD 570491760  
Tel: 800-846-2000  
Fax: 605-232-2718

Gateway Companies Inc.  
Dept. At 952307  
Atlanta GA 311922307

Date 07/07/07 Invoice # 5751 Client P.O. CC Client I.D. 32 Sales Representative

Payment Terms SEE BELOW Ship Via Federal Express Ground Comm Gateway Order # 78311490 Order Date 06/21/07

PO#CC

PO#CC

Univesity of Maryland  
Campus Recreation  
1115 Epply Rec Ctr  
College Park MD 207420001

Univesity of Maryland  
Campus Recreation  
1115 Epply Rec Ctr  
College Park MD 207420001

## RECEIPT OF PURCHASE

Qty - Item # / Description System Serial # Unit Price Amount

to the appropriate state. Please visit Gateway.com for additional sales/use tax information and for information on the California Electronic Waste recycling fee, rebate information, and recycling electronic products in Alberta, Canada.

This sale is made under Gateway's Terms & Conditions of Sale unless you entered into a separate written agreement with Gateway. Limited warranties and service agreements apply, visit gateway.com/warranty or call 800-846-2000 for a copy. These commodities, technology or software are of United Stat design and subject to Export Administration Regulations. Diversion contrary to United States law is prohibited.

The amounts shown on this document reflect U.S. Dollars

Purchase Sub-Total	Sales Tax	Freight & Handling	TOTAL =>	2490.09
2490.09	.00	.00		USD
107206	Tax @			
	*REPRINT			
			Page #	2

Remit To: Please return this portion with your payment. Disregard this notice if payment has been made.

Gateway Companies Inc.  
Dept. At 952307  
Atlanta GA 311922307  
Tel: 800-846-2103  
Fax: 605-232-2112

Client ID	Invoice Date	Invoice #	Total
32	07/07/07	5751	2490.09
			USD

# Gateway

Gateway Companies, Inc.  
 PO Box 1760  
 North Sioux City SD 570491760  
 Tel: 800-846-2000  
 Fax: 605-232-2718

Gateway Companies Inc.  
 Dept. At 952307  
 Atlanta GA 311922307

Date	Invoice #	Client P.O.	Client I.D.	Sales Representative
07/10/07	5759		32	
Payment Terms	Ship Via	Gateway Order #	Order Date	
SEE BELOW	Federal Express Ground Comm	78283887	05/17/07	

Univesity of Maryland  
 Campus Recreation  
 1115 Epply Rec Ctr  
 College Park MD 207420001

Univesity of Maryland  
 Campus Recreation  
 1115 Epply Rec Ctr  
 College Park MD 207420001

## RECEIPT OF PURCHASE

Qty - Item # / Description	System Serial #	Unit Price	Amount
3 1014298R Gateway E-6610D Serial Numbers for item 1014298R	0039167113 0039167114 0039167115	1348.54	4045.62
3 1535429 Microsoft Works 8.5			INCLUDED
3 1532578 B-Value Plus ServPlan 5yr Parts/Labor/NBDOnsite/Tech-Eseries		158.49	475.47

Shipped Items  
 Sub-Total Taxable Amount .00  
 Tax @ .00

Payment Term  
 Visa Credit Card XXXXXXXXXXXXXXX 4521.09

This is not a bill. This is a receipt for your records only. We appreciate your business.

Correct FEIN is 46-0431398. Not subject to backup withholding. Gateway Professional, LLC collects applicable sales/use tax on its sales or as agent for 3rd Party Warranty providers in those states where it is legally

Purchase Sub-Total	Sales Tax	Freight & Handling	TOTAL =>	Continued
--------------------	-----------	--------------------	----------	-----------

107206 \*REPRINT

Page # 1

Remit To: Please return this portion with your payment. Disregard this notice if payment has been made.

Gateway Companies Inc.  
 Dept. At 952307  
 Atlanta GA 311922307  
 Tel: 800-846-2103  
 Fax: 605-232-2112

Client ID	Invoice Date	Invoice #	Total
-----------	--------------	-----------	-------

# Gateway

Gateway Companies, Inc.  
PO Box 1760  
North Sioux City SD 570491760  
Tel: 800-846-2000  
Fax: 605-232-2718

Gateway Companies Inc.  
Dept. At 952307  
Atlanta GA 311922307

Date: 07/10/07 Invoice #: 5759 Client P.O.: Client I.D.: 32 Sales Representative:  
Payment Terms: SEE BELOW Ship Via: Federal Express Ground Comm Gateway Order #: 78283887 Order Date: 05/17/07

Univesity of Maryland  
Campus Recreation  
1115 Epply Rec Ctr  
College Park MD 207420001

Univesity of Maryland  
Campus Recreation  
1115 Epply Rec Ctr  
College Park MD 207420001

## RECEIPT OF PURCHASE

Qty - Item # / Description System Serial # Unit Price Amount

obligated to do so. In other states, you are responsible for remitting applicable sales tax on merchandise directly to the appropriate state. Please visit Gateway.com for additional sales/use tax information and for information on the California Electronic Waste recycling fee, rebate information, and recycling electronic products in Alberta, Canada.

This sale is made under Gateway's Terms & Conditions of Sale unless you entered into a separate written agreement with Gateway. Limited warranties and service agreements apply, visit gateway.com/warranty or call 800-846-2000 for a copy. These commodities, technology or software are of United Stat design and subject to Export Administration Regulations. Diversion contrary to United States law is prohibited.

The amounts shown on this document reflect U.S. Dollars

Purchase Sub-Total	Sales Tax	Freight & Handling		
4521.09	.00	.00	<b>TOTAL =&gt;</b>	4521.09
107206 Tax @	*REPRINT			USD
			Page #	2

Remit To: Please return this portion with your payment. Disregard this notice if payment has been made.

Gateway Companies Inc.  
Dept. At 952307  
Atlanta GA 311922307  
Tel: 800-846-2103  
Fax: 605-232-2112

Client ID	Invoice Date	Invoice #	Total
32	07/10/07	5759	4521.09
			USD



Please Confirm that the information below is correct.

### Confirmation

Total Amount: \$9.50

Bill To:

John Doe  
1115 Eppley Rec. Ctr.  
College Park, MD 20742001  
Telephone: (301) 226-0000

Ship To:

jdove@umd.edu

[Submit Transaction For Processing](#)

[<< Back](#)





User ID: JDOE  
7/13/07 3:59 PM



- Account Info
- My Account
- Invoices
- Pay by Credit Card
- Contact Us
- Bulletin Board
- Update User Profile
- Home Page
- Send a Page
- Logout
- Help

## Account Information

Thank you for your payment. Your payment will be posted to your account within 24 hours.  
Authorization Code: 07983  
Reference Number: VUGE1B7DC0

Current Account	10010
Customer Info	University Of Maryland
Address	Campus Recreation Services Building 068 / Room 1115 College Park Campus College Park, MD
Zip	20742

Account Balance	\$ 9.50
Current Balance	\$ 9.50
30 Days Past Due	\$ 0.00
60 Days Past Due	\$ 0.00
90 Days Past Due	\$ 0.00
120 Days Past Due	\$ 0.00
Date Last Payment	20-Jun-07
Amount Last Payment	\$ 9.50

WebTouch Version 2.1.514.7.6.8

Copyright ©2003-2004 Recurrent Software Solutions, Inc  
All Rights Reserved.

[View Aquis Communications, Inc. Privacy Statement](#)

**Date:** Fri, 13 Jul 2007 15:59:49 -0400  
**From:** Aquis Communications <custservice@aquiscommunications.com>  
**To:** jdoe@umd.edu  
**Subject:** Your Receipt

Aquis Communications, Inc Receipt for Payment  
-----

Account :	10010
Amount Paid :	9.50
Credit Card :	VISA *****
Authorization Code :	079
Reference Number :	VUGE1B7DC079
Paid By :	John Doe 1115 Eppley Rec Ctr. College Park, Md 20742

Thank you for your payment

# **Sample Small Dollar Furniture Purchases**

## **Appendix E**

The small dollar furniture form is used if you are unable to make a furniture purchase through MCE. A completed Small Dollar Furniture Purchases Form is required for all furniture purchases that are bought from a vendor other than MCE. Should you have any questions or need assistance please feel free to contact us at 301-405-5334 or via email at [pcard@umd.edu](mailto:pcard@umd.edu)

## Small Dollar Furniture Purchases

As you know, the University is normally required to purchase office furniture from Maryland Correctional Enterprises, previously called State Use Industries, the State of Maryland Correctional Facility. While this University supports this law, we realize that Maryland Correctional Enterprises (MCE) cannot always meet your furniture needs. Five exceptions are recognized by law for not purchasing from MCE. These are:

1. MCE cannot provide the items within a reasonable time
2. MCE cannot meet reasonable specifications
3. The cost of purchasing from MCE exceeds the budgetary allowance
4. The procurement is an emergency procurement as defined by law (note that the law defines an emergency procurement as those items necessary to avoid or to mitigate serious damage to public health, safety and welfare)
5. The item is not included in the master list of items available from MCE.

Previously, when purchasing furniture from a vendor other than MCE, campus was required to submit a long-form requisition to Procurement with a written justification as to why MCE could not meet the department's needs. We would review the justification and document which of the above exceptions applied. The purchase was made, the file documented and the furniture was delivered, hopefully! We have good news! We now offer campus the flexibility to purchase office furniture from vendors other than MCE using the UM purchasing card within your single purchase limit. Each instance must be justified and documented. As with all other delegated purchases, stringing or splitting orders to avoid your single purchase limit is prohibited. You may use your UM purchasing to make furniture purchases from MCE as well as vendors other than MCE as long as you complete the following steps:

1. Determine if the furniture item needed is listed in the MCE catalog. If you don't have a MCE catalog, contact Kathy Barrett at (301) 405-5826 to request one.
2. Contact the University's MCE representative, Denise Makell, at (410) 540-5463 for a price and delivery quote.
3. Place the order with MCE unless one of the above five exceptions apply.
4. Should one of the exceptions apply, we encourage you to contact one of the State certified minority vendors listed on the next page for a quote. A non-minority vendor may be used when a minority vendor cannot meet your needs. Once the vendor has been identified, place the order using the purchasing card.
5. Document, in writing, the reason MCE could not meet your needs (citing one of the above exceptions in the justification). Be sure to completely document the reason, do not simply state that MCE could not meet your timeframe but state the required delivery date and necessity for delivery on or before that date, and the person and date you contacted at MCE.
6. Include the written documentation (form is attached for your convenience) with your purchasing card transaction log.

We hope this will make things easier for you but remember that you are expected to document your file appropriately. We will be reviewing this documentation during our assistance visits. All purchases exceeding \$5,000 are to be forwarded to Procurement on a requisition form. We will be happy to handle your small dollar furniture needs should you prefer not to make such purchases on your own. If you have any questions, please contact Marty Newman at (301) 405-5834 or [menewman@purchase.umd.edu](mailto:menewman@purchase.umd.edu).



## MINORITY FURNITURE VENDORS

Charles County Office Furniture (SES Code: 35)

11721 Bad Dog Alley

Waldorf, MD 20601

Phone: 301-843-0002

Fax: 301-645-2311

Contact: Cookie

FEI #521559925

Columbia Business Furniture

4473 Forbes Boulevard

Lanham, MD 20706

Phone: 301-459-2024

Fax: 301-459-9722

Contact: Kelly Harkins-Trundle

Interior Furnishings Group (SES Code: 15)

7910 Inverness Ridge Road

Potomac, MD 20854

Phone: 301-983-4777

Fax: (301) 299-4957

Contact: Sandra Feldman

Single Source, Inc., (SES Code: 32)

15200 Shady Grove Road

Rockville, MD 20850

Phone: 301-961-1661

Fax: 301-961-2055

Contact: Frank Isolato/Francine Isolato

FEI #521549047

Steel Office Interiors, Inc. (SES Code: 35)

4857 Walden Lane

Lanham, MD 20706

Phone: 301-731-6000

Fax: 301-731-8405

Contact: Gayle Hill

FEI #521913035

**Potential Business for Maryland Correctional Enterprises**

I understand that the University is normally required to purchase office furniture from Maryland Correctional Enterprises (MCE), the State of Maryland Correctional Facility. Due to the circumstances identified below, we have determined that MCE cannot meet the need to provide the following office furniture:

Description of purchase:

I need open hanging on shelf panels 48' Wide in Black

I contacted Elizabeth Smith of MCE via phone on 7/10/08 to determine compatibility, current price and availability.

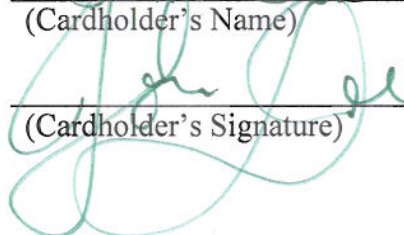
Maryland Correctional Enterprises cannot meet our requirements for a small dollar office furniture purchase for one of the following reasons:

1. MCE cannot provide the items within a reasonable time
2. MCE cannot meet reasonable specifications
3. The cost of purchasing from MCE exceeds the budgetary allowance
4. The procurement is an emergency procurement as defined by law (note that the law defines an emergency procurement as those items necessary to avoid or to mitigate serious damage to public health, safety and welfare)
5. The item is not included in the master list of items available from MCE.

Documentation (particulars) of why MCE could not meet need:

2. MCE did not the item that we need for the office. They had hanging shelving panels but they did not have them in the size or color that our office needed.

JOHN DOE  
(Cardholder's Name)

  
(Cardholder's Signature)

7/10/08  
(Date)



# Invoice

Date	Invoice #
7/20/2007	13511

**PAID**

Bill To
Campus Recreation Services University of Maryland 1115 Campus Recreation Drive College Park, MD 20742

Ship To
Campus Recreation Services University of Maryland 1115 Campus Recreation Drive College Park, MD 20742

P.O. Number	Terms	Rep	Ship	FEDERAL ID
Visa	Net 30	Cooki	7/17/2007	52-1559925

Qua...	Item Code	Description	Price Each	Amount
2	JAL US-48-PL	SPECIAL ORDER Maxon Open Hang On Shelf for Panels, 48" Wide; Black	165.00	330.00T
		PAID 7/20/07 VISA AP 0872 REF 0004  Tax Exempt	0.00%	0.00

**PAID**

Thank You! <i>Thank You! ☺</i>	<b>Total</b>	\$330.00
--------------------------------	--------------	----------

Phone #	Fax #	E-mail
301-843-0002	301-645-2311	ccof@yahoo.com

Charles County Office Furniture  
11721 Bad Dog Alley  
Waldorf, MD 20601

FOR YOUR INFORMATION

To: **John Doe** UMCP - Campus Recreation Services  
Fax number: 1-301-226-4455

From: **Charles County Office Furniture**  
Fax number: 301-645-2311  
Home phone:  
Business phone:

Date & Time: 7/20/2007 11:18:59 AM  
Pages sent: 2  
Re:

---

Thank you for your order!



---

DO NOT WRITE

ABOVE THIS LINE

Campus Recreation Services  
University of Maryland  
VISA

EXPIRATION  
DATE   
CHECKED

↑ PLEASE DO NOT WRITE ABOVE THIS LINE ↑				
QTY.	CLASS	DESCRIPTION	PRICE	AMOUNT
		Invoice # 13511		
DATE 7/20/07		AUTHORIZATION 087253	SUB TOTAL	
REFERENCE NO. 0004		SERVER	TAX	
ID-FOLIO/CHECK NO./LIC. NO. STATE		REG./DEPT.	CLERK TER	TIP
				MISC.
 		0241046	TOTAL 330.00	

SALES SLIP ORIGINAL

SIGN HERE:

X Telephone

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

## **Sample List of Attendees**

All food purchases must include a list of attendees and the purpose of the function. Should you have any questions or need assistance please feel free to contact us at 301-405-5334 or via email at [pcard@umd.edu](mailto:pcard@umd.edu)

**GIANT**  
**YOU'VE GOT A GIANT ON YOUR SIDE**

GIANT #316  
 GREENBELT, MD  
 301-982-5482  
 WWW.GIANTFOOD.COM

WELCOME I'M BARBARA 4:41pm 7/20/07  
 Tran 20997 Terminal 7 Cashier 00103

Customer Number  
**GROCERY**  
 COKE ZERO 24PK12 6.99 FT  
 DIET PEPSI MAX 4.79 FT  
 DR PEPPR 12PK12Z 4.79 FT  
 FL DORITOS NACHO 4.49 F  
   BonusCard Savings -0.50 F  
   PRICE PAID 3.99  
 FL DORITOS NACHO 4.49 F  
   BonusCard Savings -0.50 F  
   PRICE PAID 3.99  
 FL DORITOS NACHO 4.49 F  
   BonusCard Savings -0.50 F  
   PRICE PAID 3.99  
 LIPTN BRISK 12PK 4.79 F  
 LIPTN BRISK 12PK 4.79 F  
 MT DEW 12 PK CAN 4.79 FT  
 MUG RTBEER 12PK 4.79 FT  
 NESTEA COOL 6.99 F  
 PEPSI 12.12Z CAN 4.79 FT  
 ROLD GOLD TWISTS 2.49 F  
   BonusCard Savings -0.82 F  
   PRICE PAID 1.67  
 ROLD GOLD TWISTS MCP -2.00 F  
 ROLD GOLD TWISTS 2.49 F  
   BonusCard Savings -0.82 F  
   PRICE PAID 1.67  
 ROLD GOLD TWISTS MCP -2.00 F  
 SIERRA MIST 12PK 4.79 FT  
 SIERRA MIST 12PK 4.79 FT  
 UYZ CHIPS BBQ 3.49 F  
 UYZ CHIPS BBQ 3.49 F  
 UYZ CHIPS BBQ 3.49 F  
 UYZ CHIPS BBQ MCP -2.00 F  
 UYZ CHIPS BBQ 3.49 F  
 UYZ CHIPS BBQ MCP -2.00 F  
**MEAT**  
 PARK MEAT FRANKS 3.59 F  
 PARK MEAT FRANKS 3.59 F  
 PARK MEAT FRANKS 3.59 F  
 PARK MEAT FRANKS 3.59 F  
 PARK MEAT FRANKS 3.59 F  
 PARK MEAT FRANKS 3.59 F  
 PARK MEAT FRANKS 3.59 F  
 PARK MEAT FRANKS 3.59 F  
**PRODUCE**  
 T01 4.14 LB @ \$1.99/ 1LB  
 TOMATO ON VINE 8.24 F

Total before savings \$126.46  
 Your Total Savings \$11.14  
 Total after savings \$115.32  
 Tax exempt order  
   Tax 1 Exempt \$2.03  
   Tax tot Exempt \$2.03  
 Total \$115.32  
 Credit \$115.32  
 Change \$0.00

Total number of items sold = 29

**YOUR SAVINGS SUMMARY**

BonusCard Savings \$3.14  
 Manufacturer's Coupons 4 \$8.00  
 Your Total Savings \$11.14

\*\*\*YEAR-TO-DATE SAVINGS\*\*\* \$11.14



GREENBELT, MD - 301-837-0054  
07/20/2007 03:48 PM  
RECEIPT EXPIRES ON 10/20/07



A receipt dated within 90 days is required for ALL returns & exchanges. Giving a gift? Include a gift receipt!

253050806	BASICWARE	1	14.04
	6 @ 2.34		
071200984	MRKT PANTRY	FN	43.68
	12 @ 3.64		
071200684	NATURE VLLEY	FN	36.90
	10 @ 3.69		
055023265	MASTERFOODS	FT	2.44
	3 @ 7.49		
055023313	FUN SIZE	FT	22.42
	3 @ 7.49		
055020961	STARBURST	FT	12.98
	2 @ 6.49		
055020623	HERSHEY MINI	FT	8.99
055021544	JOLLY RANCHR	FT	14.98
	2 @ 7.49		
055021389	KITKAT REESE	FT	7.49
055023312	FUN SIZE	FT	13.98
	2 @ 6.99		
055021289	HERSHEY MINI	FT	14.98
	2 @ 7.49		
055022092	TWIZZLERS	FT	3.99
055021306	NUGGETS	FT	14.98
	2 @ 7.49		

SUBTOTAL 231.93  
TAX EXEMPT SAL 0.00  
TOTAL 231.93

VISA CHARGE 231.93


PO#XXXX

RECEIPT ID# 2-7234-1295-0085-1800-6  
VCD# 751-256-535 TM#\*\*\*

INDICATES SALE PRICE

Save ALL Receipts  
Give Gift Receipts & GiftCards  
Ask about Receipt Lookup



**1000** Whenever Minutes<sup>®</sup> to share **\$49<sup>99</sup>** /mo Unlimited mobile to mobile for **TWO** Lines  **Get It Now**



Welcome

[Home](#) | [Log out](#)

[invitations](#)

[planning ideas](#)

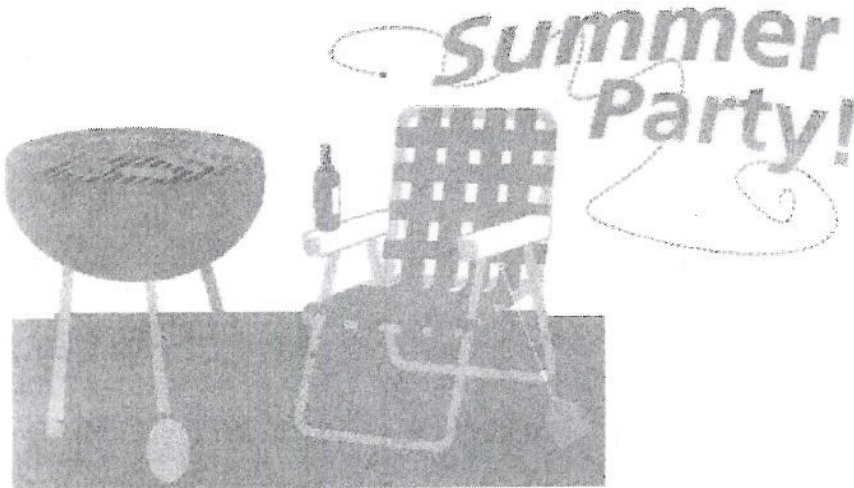
[ecards](#)

[gift center](#)

[my invitations](#) | [my ecards](#) | [inbox](#) | [my info](#) | [address book](#) | [past events](#) | [calendar](#) | [notebook](#)

## CRS Summer Staff Appreciation Picnic

Your complete invitation is viewable for 30 days after the event. [View Evite Details](#) [Add Event Photos](#)



Host: John Doe

Location: ERC

1115 Eppley Recreation Center, College Park, ME

[View Map](#) | [Find a Hotel](#) |

When: Friday, August 24, 12:00PM

Phone: 301-226-4410

HEY CRS summer staff!

Summer is almost over and it's time to get back in honor of your hard work and dedication to CRS. We like to invite **YOU** to an appreciation picnic.

**ONLY CRS SUMMER STAFF** are allowed to be present and those not on the list will not be. Please come out and have some food and relax with fellow CRS Staff. Hope to see you there!

### HOST TOOL BOX

- [Edit Guest\(s\) Replies](#)
- [Send a Message to Guest\(s\)](#)
- [Email Me when Guest\(s\) Reply](#)

### OTHER OPTIONS

- [Send a free Evite eCard](#)
- [Print Invitation](#)
- [Mobile Alerts](#)
- [Export Guest List](#)
- [Copy this Event](#)
- [Set up your carpool with Evite. Find out how.](#)

### GUEST LIST

[Print Guest List](#)

#### Who's Coming?

63  16  21  110

As of September 5, 2007, 9:29 am.

Because of the large number of invitees -- the responses have been condensed (Use the links to expand any section)

YES (63)

John  (The Organizer)

MIII (08/23)

jones (08/23)

kdoyle (08/23)

kjacks (08/22)

### Reply Here

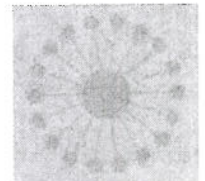
**This event occurs in the past. Replies are no longer required.**  
Add your photos from this event

### PLAN YOUR NEXT EVENT

- [Party Ideas](#)
- [Recipes](#)
- [Easy Planning Tools](#)

[Find gift recommendations](#)

### FREE EVITE ECARDS



[Send a free eCard](#)

marty (08/22)  
 wendy (08/22)  
 jones3 (08/22)  
 lilly (08/22)  
 leah (08/22)  
 Stacie (08/22)  
 I'll be there!  
 Matt (08/22)  
 Mike, I hear you wanna set up a carpool, I  
 am so in.  
 bellon (08/22)  
 ingleton (08/22)  
 virginia (08/22)  
 Curian (08/22)  
 kevin (08/22)  
 ore (08/22)  
 jrm2 (08/22)  
 :pea (08/21)  
 kham (08/21)  
 reese (08/21)  
 Mike (08/21)  
 Who else clicked the carpool box just for  
 kicks?  
 rda (08/21)  
 zka (08/21)  
 Tierra (08/21)  
 hart (08/21)  
 dolce (08/20)  
 michael (08/20)  
 ALICIA (08/20)  
 canter (08/20)  
 peri (08/20)  
 lp (08/20)  
 See you there.  
 mtha (08/20)  
 tuka (08/19)  
 Karen (08/19)  
 kchil (08/19)  
 cmiz (08/19)  
 Mary (08/19)  
 R (08/18)  
 I'm working from 2-5 so I'll swing by  
 steve (08/18)  
 Grace  (08/18)  
 kmo (08/18)  
 mfrit (08/18)

hfig (08/18)	
ifen (08/18)	
Carrie (08/18) I'll be grillin'	
jmath (08/18)	
wlaw (08/18) ill be working so ill def be there	
lmo (08/18)	
..eckert (08/18) i'll be there!	
1-50 of 62 < Previous   Next >	
MAYBE (16)	
<a href="#">View These Responses (16 Responses)</a>	
NO (21)	
<a href="#">View These Responses (21 Responses)</a>	
NOT YET REPLIED (110)	
<a href="#">View These Responses (110 Responses)</a>	
View: <a href="#">Date</a>   <a href="#">Alphabetically</a> <a href="#">View All</a>	

✿ - Invited by a Guest (click to view)

[Advertise on Evite](#) | [About Us](#) | [FAQs / Contact Support](#) | [Site Map](#) | [Privacy Policy](#) | [Terms of Service](#)  
Users of alcohol-endorsed Evite designs must be of legal drinking age.  
© 2007 Evite. All Rights Reserved.

Partner sites: [Bagsbuy](#) | [Boglines](#) | [Citysearch](#) | [CollegeHumor](#) | [Exotic](#) | [Expertia](#)  
[Fun Web Products](#) | [Hotels](#) | [Hotwire](#) | [Insiderpages](#) | [iWon](#) | [LiveDaily](#) | [MyWay](#) | [Pronto](#)

**STAPLES**

that was easy.

Low prices. Every item. Every day.  
110% Price-Match. Guaranteed.  
8904 62nd Avenue  
BERWYN HEIGHTS, MD 20740  
(301) 474-0610

SALE 216313 1 001 54435  
0226 07/20/07 04:51

\*\*\*\*\*

\$5,000 SHOPPING SPREE AT STAPLES!  
ENTER TO WIN!

We care about what you think!  
Take a short survey and be entered  
into a monthly drawing. Just log on to  
[www.staples-survey.com](http://www.staples-survey.com)  
or call 1-800-890-7305

Your survey code: 0100 6995 0308 9104

\*\*\*Tome nuestra encuesta en español en  
la página del Internet o por teléfono.  
Consiga las reglas en la tienda.\*\*\*

See store for rules.  
Survey code expires 08/29/2007.

\*\*\*\*\*

QTY	SKU		OUR PRICE
6	NAME BDG RED BORDE 072782051433	4.390ea	26.34N
SUBTOTAL			26.34
Tax Exempt Number 4084737693			
TOTAL			\$26.34
Visa			26.34
Card No.: XXXXXXXXXXXX' <S>			
Auth No.: 036256			

**TOTAL ITEMS 6**

Compare and Save  
with Staples-brand products.

THANK YOU FOR SHOPPING AT STAPLES !

Shop online at [www.staples.com](http://www.staples.com)

Staples Rewards customers  
get 10% back in rewards

on all shredders from August 1 - 31



0 2 2 6 0 8 2 2 0 7 5 4 4 3 5 0 1

## Sample Contract

All Purchases that involve signing an agreement, license, or contract are required to be sent to Procurement for review. Should you have any questions about the signing of an agreement, license, or contract please contact us at 301-405-5834 or via email at [pcard@umd.edu](mailto:pcard@umd.edu)



# Virginia Golf Cars, Inc.

New  
and  
Reconditioned

Custom Golf, Utility Vehicles & STREET LEGAL LSV's

## INVOICE

Virginia Golf Cars Inc.  
4445 Early Road  
Harrisonburg, VA 22801

DATE	INVOICE#
7/20/07	785470

<b>BILL TO:</b>
John Doe University of Maryland 1115 Eppley Rec Ctr College Park Md,20770

<b>SHIP TO:</b>
John Doe University of Maryland 1115 Eppley Rec Ctr College Park Md,20770

P.O. NUMBER		TERMS	DUE DATE	REP	SHIP DATE	SALES	
				JWH			
QTY	ITEM CODE	DESCRIPTION		UNIT PRICE	AMOUNT	Tax	
					0.00		
4			REAR SEATS GAS	275.00	1,100.00	N	
1			1 GOLF CAR WITH A BOX	275.00	275.00	N	
					0.00	y	
1			LIABILITY INSURANCE	75.00	75.00	N	
					0.00		
					0.00	y	
					0.00		
					0.00	n	
					0.00	n	
1			DELIVERY AUG 27	200.00	200.00	N	
1			PICKUP SEPT 3	200.00	200.00	N	
					0.00		
					0.00		
			A \$200.00 REFUNABLE SEC DEP IS REQ PER CAR \$800.00		0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
			Sales Tax	5.00%	0.00		
					<b>TOTAL</b>	1,850.00	
TERMS: FINANCE CHARGE OF 1.5% PER MONTH IS ASSESSED ON BALANCES OVER 30 DAYS UNTIL PAID IN FULL.					<b>PAYMENTS / CREDITS</b>		
					<b>BALANCE DUE</b>	1,850.00	

Harrisonburg, VA • (540) 433-7881 • (888) 853-7746 • Fax: (540) 433-1057

Richmond, VA • (804) 230-0585 • (888) 533-2278 • Fax: (804) 230-0588

info@vagolfcars.com • www.vagolfcars.com

SALES • RENTALS • PARTS • SERVICE • ALL MAKES





Revised

# Virginia Golf Cars, Inc.

## Golf, Utility & Industrial Vehicles

New  
and  
Reconditioned

### CORPORATE LEASE/INDIVIDUAL LEASE

THIS Golf Car Lease Agreement, made and entered into this 20 day of July, 2007 by and between Virginia Golf Cars, Inc., Harrisonburg Rockingham, Virginia,

(Name) UNIVERSITY OF MARYLAND (MBA)

(Address) 1115 EPPLEY REC CTR

(City) COLLEGE PARK, (State) MD, (Zip) \_\_\_\_\_

(Phone) 301-226-0000 (Fax) \_\_\_\_\_

WHEREAS, the Lessor is the sole owner of the following equipment hereinafter referred to as "Golf Cars" and  
WHEREAS, the Lessee desires to reserve and lease the above referenced Golf Cars for the purpose of conducting the business of Lessee.

NOW THEREFORE, for and in consideration of the premise and the mutual covenants contained herein, the parties hereby agree as follows:

WHEREAS, Lessee desires to lease 4 GAS RIS/UTIL (two passenger, four passenger, utility box, gas/electric) golf car(s) from Lessor for use during special events.

1. DURATION OF CONTRACT: This agreement shall commence from the above listed date July 20 - SEPT 3 2007 (or) through the time that the units are picked up.

Cars to be delivered on or before July 20  
Cars to be used from July 20 - SEPT 2  
Cars to be picked up on or after SEPT 3

2. PAYMENT: Lessee agrees to pay to Lessor as follows:

Plain (Gas/Electric) golf cars x \_\_\_\_\_ days/wk/month x \$ \_\_\_\_\_ per day/wk/mth  
Box (Gas/Electric) golf cars x 1 days/wk/month x \$ 275.00 per day/wk/mth  
Rear (Gas/Electric) golf cars x 1 days/wk/month x \$ 275.00 per day/wk/mth PER CAR  
Specialty cars x \_\_\_\_\_ days/wk/month x \$ \_\_\_\_\_ per day/wk/mth

Delivery date: July 20 and cost \$ 200.00 Pick/up date SEPT 3 Cost 200.00

3. DEPOSIT (REFUNDABLE) Security/Damage deposit \$ 800.00 per \_\_\_\_\_  
TOTAL amount due before delivery \$ 1950.00 (Check/Credit Card) Cancellations less than 7 days prior to the rental date will be charged 100% the total rental as a cancellation fee.

Harrisonburg, VA • (540) 433-7881 • (888) 853-7746 • Fax: (540) 433-1057  
Richmond, VA • (804) 230-0585 • (888) 533-2278 • Fax: (804) 230-0588  
info@vagolfcars.com • www.vagolfcars.com

Filer  
Impl



SALES • RENTALS • PARTS • SERVICE • ALL MAKES



4. **RISK OF LOSS:** Delivery of the golf cars constitutes a transfer of all risk of loss to Lessee for all damages to the golf cars. Use of the golf cars by the Lessee, shall be at the sole risk of the Lessee.

5. **LESSEE'S RESPONSIBILITIES:** Lessee hereby agrees to the following:

- A. The Lessee has the responsibility of instructing all users on safe operation.
- B. The Lessee agrees that all drivers are at least 16 years of age or older with a valid drivers license.
- C. The Lessee assumes responsibility for the safe housing of the units.
- D. The Lessee will perform normal maintenance including oil, gas, battery care, or tire repair.
- E. If keys are lost for the golf cars a charge of \$5.00 per missing key will be made to the Lessee.
- F. There will be no tape or stickers used on said golf cars. A labor and paint charge of \$15.00 to remove any tape, stickers or sign placed on the cars. The charge will be per sticker or sign.
- G. Lessee shall be responsible for having all cars in ONE location and in order when the driver comes for a pickup. Additional charges will be invoiced for the driver's time.
- H. No alterations or enhancements to the golf car(s) shall be made by any person other than VGC personnel. If any unauthorized changes are made there will be a \$50.00 charge per occurrence per car.

6. **LESSOR'S RESPONSIBILITIES:** If a car fails to operate, it is the Lessee's responsibility to notify the Lessor at the time of the failure and Lessor will repair or replace golf car or cease rental fee at time of notification for that particular car.

7. **INSURANCE:** Lessee shall be responsible for any loss or damage to said golf cars as a result of theft, vandalism, fire or any other type of damage while said golf cars are in the possession and control of the Lessee. Lessee shall provide proof of public liability insurance in the event of injury or death of one or more persons in anyone accident, and proof of property damage insurance; said insurance is to be procured from a recognized liability insurance company and a certified copy of the same shall be furnished to the Lessor. This certificate shall name Virginia Golf Cars, Inc. 4445 Early Road, Harrisonburg, VA 22801 as Additional Insured and/or Certificate Holder. This Certificate must also state that the coverage is for GOLF CAR(S) and the location to where the car(s) are being used. In the event of an accident involving property covered under this agreement, the Lessee agrees to promptly obtain a statement of facts and circumstances involving said information that the Lessor shall also be unable to obtain said information. This insurance shall be primary insurance and any other insurance covering the Lessor shall be a secondary and excess of the policy.

8. **INDEMNIFICATION:** To the fullest extent permitted by law, the Lessee shall indemnify and hold harmless the Lessor, agents and employees of any of them from and against claims, losses, and expenses including but not limited to attorney's fees, arising out of or resulting from performance of the golf cars under this Lease, provided that any such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

9. **COST AND COUNSEL FEES:** Lessee shall pay and indemnify Lessor against all legal costs and charges incurred by Lessor including counsel fees lawfully and reasonably incurred, in obtaining possession of the leased cars after a default of Lessee or after Lessee's default in surrendering possession upon the expiration or earlier termination of the term of the lease or enforcing any covenant of Lessee herein contained.

10. **JURISDICTION AND VENUE:** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. The parties agree that jurisdiction and venue for all claims and disputes regarding this Agreement shall be Rockingham County, Virginia College Park, Maryland

11. **ENTIRE AGREEMENT:** The written lease agreement represents all the parties' full and complete understanding; there are no other agreements, either written or oral. This agreement may be modified or altered only by a writing signed by both parties. This agreement is binding upon the parties, their successors and assigns.

The University is self-insured pursuant to Annotated Code of Maryland, State Finance and Procurement Article, Title 9(2004) as amended from time to time. The University will be responsible for its own negligence in accordance with the Maryland Tort Claims Act.



12. **CONDITION OF EQUIPMENT:** Lessee acknowledges that the Equipment has been examined by Lessee, and that the Equipment is being received in good physical and mechanical condition. Lessee shall be responsible for all loss or damages of said cars as the result of accident, negligence or improper use of said cars by Lessee.

13. **CANCELLATIONS:** This agreement must be received by Virginia Golf Cars, Inc. no later than August 3, 2007 in order to allow ample time for preparation and delivery of vehicles. There will be NO cancellation by Lessee after the paperwork is received in Lessors office.

Due to the demand of the units on certain dates, Virginia Golf Cars, Inc. may change this policy per written notice. Company policy is to charge for a rental day(s) regardless of weather conditions or whether or not cars were used (rain or shine).

**Make/Model Taken:**

- |           |                     |
|-----------|---------------------|
| 1. _____  | Serial Number _____ |
| 2. _____  | Serial Number _____ |
| 3. _____  | Serial Number _____ |
| 4. _____  | Serial Number _____ |
| 5. _____  | Serial Number _____ |
| 6. _____  | Serial Number _____ |
| 7. _____  | Serial Number _____ |
| 8. _____  | Serial Number _____ |
| 9. _____  | Serial Number _____ |
| 10. _____ | Serial Number _____ |

**LESSEE:**

University of Maryland  
 By: Tammy Yonulnick  
 Title: Buyer  
 Print Name: Tammy Yonulnick  
 FAX#: 301-314-9505  
 Date: 7-31-07

**LESSOR: Virginia Golf Cars, Inc.**

By: Jerry Hunter  
 Title: \_\_\_\_\_

**Margie Holt**

---

**Date:** Monday, August 25, 2008 4:39 PM  
**From:** "John Doe" <jdoe@umd.edu>  
**To:** <mholt@umd.edu>  
**Subject:** Golf Carts

Req#914 for Golf Carts paid for with my VISA  
Thanks  
John Doe

---

Department of Resident Life

Budget & Accounting Internal Receiving Report

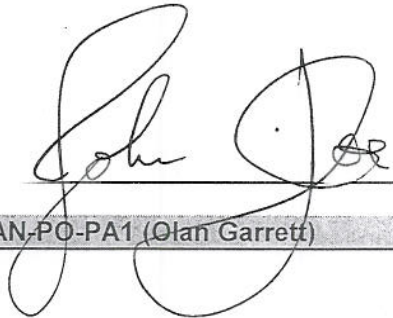
This Receiving Report must be completed for the following Purchase Request.  
Once you have received all goods or services, please complete the form and  
return it to B & A 2100 Annapolis.

*Please return any invoices you may have for this Purchase Request. B & A will  
forward all invoices to Accounts Payable for prompt payment.*

Thank you in advance for your cooperation.

Date	Req #	PO#	Vendor Name	Description	Amount
8/6	91487	L134430 not sm	Virginia Golf Carts	Golf Carts	1,850.00

VISA Cardholder's name:

  
\_\_\_\_\_

Printer:

AN-PO-PA1 (Olan Garrett)

Diners CardsHolders Name

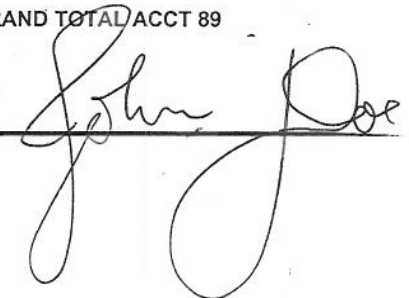
GRAND TOTAL ACCT 89

\$ 1,850.00

Date:

7/20/07

Received by:

  
\_\_\_\_\_

UNIVERSITY OF MARYLAND, COLLEGE PARK  
SMALL PROCUREMENT ORDER

SMALL  
PROCUREMENT No. I  
ORDER

THIS ORDER NOT VALID IF TOTAL COST EXCEEDS \$5,000.

Page: 1

TO: FEI# B5411603710  
VIRGINIA GOLF CARS INC  
4445 EARLY ROAD  
ATTN: CHAD  
HARRISONBURG, VA 22801

SHIP TO:  
1115 Eppley Rec Ctr  
College Park Md, 20770

(540) 433-7881

SEND INVOICE TO:  
Accounts Payable Department:  
3101 Chesapeake Bldg  
University of Maryland  
College Park, MD 20742-3142  
Phone: (301) 405-2640  
Fax: (301) 405-7544

NOTE: THE UNIVERSITY OF MARYLAND IS EXEMPT FROM THE FOLLOWING TAXES:  
STATE OF MARYLAND SALES TAX CERTIFICATE NO. 30002563  
MANUFACTURER'S FEDERAL EXCISE TAX REGISTRATION NO. 52730123X  
DISTRICT OF COLUMBIA TAX EXEMPT NO. 97411-001

INCLUDE ON ALL INVOICES  
SM Order Number  
FEI Number or Social Security Number

USING DEPT. : Resident Life	PHONE NO. (301) 314-3030	CONTACT PERSON
--------------------------------	-----------------------------	----------------

ORDER DATE 7/20/07	TERMS NET 30	FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> PICK-UP (VENDOR'S FACILITY) <input type="checkbox"/> SHIPPING POINT	SHIP VIA <input type="checkbox"/> UPS <input checked="" type="checkbox"/> VENDOR'S TRUCK <input type="checkbox"/> OTHER	<input type="checkbox"/> U.S. MAIL	DELIVER ON OR BEFORE 8/6/2008
REQ. NO. 91487		FISCAL YR. 2008	UMCP DEPT. ZIP NO. 9815	CAMPUS ROUTING 008 1111 BLDG. NO. ROOM NO.	

DESCRIPTION OF GOODS OR SERVICES	QUANTITY	UNIT OF QUANTITY	UNIT PRICE	AMOUNT	FRS ACCOUNT
Golf Carts	1.00	fee	1850.00	1850.00	- 39
<i>Cancelled</i>					
UNIVERSITY OF MARYLAND, COLLEGE PARK	TOTAL AMOUNT			1850.0	

AUTHORIZED SIGNATURE:

GOODS OR SERVICES  
RECEIVED BY: \_\_\_\_\_

Signature and Date

THIS ORDER NOT VALID IF TOTAL COST EXCEEDS \$5,000.

Include SM Order No. on all Invoices & Shipments.