



**Purchase Requisition**  
**Procurement Services Division**

Date: Dec 7, 2016

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Req #: 1105

RFP, Bid or Quote #: \_\_\_\_\_

Send Purchase Order To:			Send Invoices To:		
Vendor: Clausen Miller, PC.	Vendor #: 12039		Dept: 18th Judicial Circuit Court	Division:	
Attn: Norman V. Chimenti Email: nchimenti@clausen.com			Attn: Accts. Payable Email:		
Address: 10 S. LaSalle			Address: 505 N. County Farm Rd.		Room: 2015
City: Chicago	State: IL	Zip: 60603	City: Wheaton	State: IL	Zip: 60137
Phone: 312-606-7420		Fax: 312-606-7777	Phone: 630-407-8901		Fax: 630-407-8836

Send Payments To:			Ship To:		
Vendor: Clausen Miller, PC.	Vendor #: 12039		Dept: 18th Judicial Circuit Court	Division:	
Attn: Norman V. Chimenti Email: nchimenti@clausen.com			Attn: Accts. Payable Email:		
Address: 10 S. LaSalle			Address: 505 N. County Farm Rd.		Room: 2015
City: Chicago	State: IL	Zip: 60603	City: Wheaton	State: IL	Zip: 60137
Phone: 312-606-7420		Fax: 312-606-7777	Phone: 630-407-8901		Fax: 630-407-8836

Payment Terms	F.O.B.	PO 20 Delivery Date	Requisitioner
PER 50 ILCS 505/1	Destination		

  

Use for	Contract Administrator	Contract Start Date	Contract End Date	Use for
PO25 only	Lisa Herpel	Dec 1, 2016	Nov 30, 2017	PO25 only
PO25 only				PO25 only
PO25 only				PO25 only

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Dept #	Acctg Unit	Acct #	Sub-Accts and/or Activity #	Unit Price	Extension
1	1	LO	Monthly Fees	Union Bargaining	17	1000	5900	53060		28,000.00	28,000.00

**Requisition Total** \$ 28,000.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order) :

Contract term 12/1/16-11/30/17

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order) :

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order) :