Dean Drake,

The attached purchase requisition is for the Graduation and Career Tech posters. Per an agreement with the Graphics department, we will supply 6 color toner cartridges and they will produce the posters for us. This is a significant cost savings from having to use an outside vendor for printing.

The order is for 20 Graduation and 30 Career Tech posters. I have included an example of the Graduation poster. We have made some slight word changes and they are pending with Vicki Mathias. She is also working to complete the Career Tech poster and we will submit it to you once we receive it.

Any questions, please let me know.

Kelly Brogan Graduation x6718

Segnel & Sent con

3041 WEST AVENUE K LANCASTER, CA 93536-5426

71965 REQ.#

P. O. #

## PURCHASE REQUISITION

					ISSUED _		
suggested vendor Staples					DATE OF REQUEST 4/28/10		
STREET ADDRESS 44620 Valley Central Way					DIVISION Enrollment Srvcs		
CITY/STATE	ZIP _	Lançaste	r, CA 93536	DELIVER TO <u>Kelly Brogan</u>			
PHONE #	661-7	23-1277	FAX # VENDOR CONTACT				
			ISITION IS REQUIRED FOR EACH VENDOR	CH VENDOR DATE NEEDED ASAP			
	<u> </u>				UNIT	EXTENDED	
QUANTITY		CATALOG NO.	DESCRIPTION		PRICE 75 40	75.49	
1	<del> </del>	644603	Caron BCI-145MBK Matte Black Ink Tank		75.49	72.99	
1	EA	585615	Canon BCI-1431C Cyan Ink Tank	n ink lank			
1	EA	644605	Canon BCI-1451Y Yellow Ink Tank	ow Ink Tank		2.99	
11	EA	585616	Canon BCI-1431M Magenta Ink Tank	Magenta Ink Tank		2.99	
1	EA	585617	Canon BCI-1431PC Photo Cyan Iuk Tank	to Cyan Ink Tank		2.99	
1	EA 585618 Canon BCI-1431PM Photo Magenta Ink Tank			72.99	72.99		
	<u> </u>						
	<del> </del>					-	
	+			<u></u>			
	+						
	ļ	<u> </u>	100000				
		At Supplies			1	<del></del>	
	ļ		The factor to the transfer to the				
			0 3 018 214 66005	19 366	4 2	10000	
			Items Funded by VTEA Grant				
		1			1		
			COPIES MUST BE SENT TO OFFICE OF BUSINESS			440.44	
D	EPARTM	ENT HEAD. TH	OPY IS RETAINED BY DIVISION DEAN OR E THIRD COPY IS RETURNED TO THE DIVISION	SALES TAX SHIPPING/			
_	EAN OR ISPOSI		EAD AFTER THE BOARD MEETING TO INDICATE	HANDLING C	CHARGES		
	<u>,</u>			TOTAL		483.38	
	C	() SUPPLIE	Mado	NESS OFFICE USE	ONLY		
REQUESTED	v	42. 2	7/3/10 FUND:				
DEAN'S APE				AMOUNT			
V-PRESIDEN				AMOUNT			
						MOUNT	
PRESIDENT'	S AUTI	HORIZATION	ACCT . NO .		AM	MOUNT	