





### Expense Report

Posting Date: 06/04/2011 - 07/03/2011

P0140038

ALICIA GOOKIN 759 UHCL  
XX-9846

2700 BAY AREA BLVD  
HOUSTON, TX 770581002 USA

#### Card Transactions

Posting Date	Transaction Date	Description	Expense Description	Receipt Amount	Posted Amount	Expense Reviewed Amount	Approved
06/15/2011	06/13/2011	SAGE WEST OFFICE SUP-HOUSTON, TX, 77055	Office supplies for Procurement Department Purpose: To aid employees in job/task performance	236.10 USD	236.10 US D	236.10 USD	✓
<b>Accounting Codes</b>		<b>BU :</b> 00759	<b>Speed Type :</b> 14955	<b>Account :</b> 20109		<b>Fund :</b> 2064	
<b>Dept ID :</b> C0140		<b>Program :</b>	<b>F0984</b>	<b>Project/Grant :</b> NA		<b>BR :</b> BP2011	
<b>Chartfield1 :</b>							
<b>Card Subtotal</b>						<b>236.10</b>	
<b>Grand Total</b>						<b>236.10</b>	

*Alicia Gookin*

Signed

7-7-11

Date

*Jana Carpenter*

Authorized

7-7-11

Date

P0140038

### PROCUREMENT CARD TRANSACTION LOG

Reporting Cycle Dates: July 11 (June 4 - July 3, 2011)

Last 4 digits of card number: 9846

Cardholder Name: Alicia Gookin

Default Cost Center: 2064-C0140-F0984-NA

Order Date	Received Date	Vendor Hold Check	Merchant Name	Amount	Description	Authorized Signature	G/L Account	Cost Center Change	Alternate Cost Center (Optional)
6-14-11	6-17-11	N/A	Sage West	\$236 <sup>10</sup>	Office Supplies		53900	No	

★ Cardholder's Signature: Alicia Gookin

Date: 7-7-11

★ Confirms listed transactions were for UHCL-approved purchases only and that no personal purchases were made.

36274801

SAGE WEST OFFICE SUPPLIES  
1213 WEST LOOP NORTH SUITE 120  
HOUSTON, TX 77055  
Ph: (713)862-6880 - Fx: (713)862-1956

**\*\*\* QUOTATION \*\*\***      Quotation No.: Q4736      Page: 1  
for account 25225      Prepared by..: SUSIE G CHIN  
UHCL RECEIVING DOCK      Date prepared: 06/13/11  
2700 BAY AREA BLVD.      Ref/P.O. #...: ALICIA GOOKIN  
ATTN: ALICIA GOOKIN, B2123      General Phone: (281)283-2150  
HOUSTON, TX. 77058      Buyer Phone..: (281)283-2150  
Attn: ALICIA GOOKIN      Fax.....: (713)283-2156

Item Nbr.	Mfr Cde	Manufacturer Part Number	DESCRIPTION	UOM	Unit Price	Qty	Ex'tndd Price
1	CRD 32120	.....	ANTI MICRO CV LDR 2".	Ea	9.90	6	59.40
2	CRD 32130	.....	ANTI MICRO CV LDR 3".	Ea	13.99	1	13.99
3	AVE 25181	.....	INDEX,PRM REINFD,MONT	Ea	5.94	6	35.64
4	ACC 72020	.....	CLIP,BINDER,3/4".....	Dz	0.65	6	3.90
5	PIL 38611	.....	PEN,RBL,P700,GELINK,F	Dz	18.89	1	18.89
6	MRC 4034	.....	TISSUE,FACIAL,CUBE,6/	Pk/Pd	15.99	2	31.98
7	MMM 109	.....	TAPE,RMVBLE,3/4"X150"	Ea	4.99	3	14.97
8	DAX N15786NT	....	FRAME,8.5X11,BK/WHT..	Ea	12.40	1	12.40
9	AAG 701000512	...	APPT BK, WKLY, TEL/AD	Ea	13.36	1	13.36
10	SMD 10395	.....	FOLDER,GUIDE HGHT,LTR	Bx	28.99	1	28.99
11	PAP 6137106	.....	TAPE,CORRECTION,DRYLI	Ea	2.58	1	2.58

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Sub-Total->> 236.10  
Sales Tax->> 0.00  
Freight->> 0.00  
-----  
Total Cost->> 236.10  
=====

This Quotation is Valid for 30 days through 07/13/11

Delivery: 1 days after receipt of Order

**SAGE WEST OFFICE SUPPLIES**  
**1213 WEST LOOP NORTH SUITE 120**  
**HOUSTON, TX 77055**  
 TEL:(713)862-6880 FAX:(713)862-1956

DATE OF INVOICE : 06/13/11

PAGE 1

SOLD TO: 25225  
 UNIVERSITY OF HOUSTON-CLR LAKE  
 2700 BAY AREA BLVD.  
 ACCT PAYABLE DEPT,BOX 105  
 HOUSTON, TX. 77058

INVOICE NO:	050810
REF/PO#:	PCARD
FROM INV:	Q4736

SHIP TO:  
 UHCL RECEIVING DOCK  
 2700 BAY AREA BLVD.  
 ATTN: ALICIA COOKIN, B2123  
 HOUSTON TX 77058

FAX: (281)283-2156

PHONE: (281)283-2150 RTE: -0

Item	Part	Stock	ITEM	Qty	Qty	Qty	Unit	Extended	
-No-	Number	Mfr. Number	DESCRIPTION	UOM	Ordered	Shipped	Follow	Price	Price St
1	32120	CRD 145974	ANTI MICRO CV LDR 2".....	Ea	6	6	0	9.90	59.40 UC
2	32130	CRD 145975	ANTI MICRO CV LDR 3".....	Ea	1	1	0	13.99	13.99 UC
3	25181	AVE 33847	INDEX,PRM REINFD,MONTHS....	Ea	6	6	0	5.94	35.64 UC
4	72020	ACC 259	CLIP,BINDER,3/4".....	Dz	6	6	0	0.65	3.90 UC
5	38611	PIL 2556	PEN,RBL,P700,GELINK,FN,BE..	Dz	1	1	0	18.89	18.89 UC
6	4034	MRC 74793	TISSUE,FACIAL,CUBE,6/PK....	Pk	2	2	0	15.99	31.98 U
7	109	MMM 4605	TAPE,RMVBLE,3/4"X150",CR...	Ea	3	3	0	4.99	14.97 UC
8	N15786NT	DAX 54180	FRAME,8.5X11,BK,WHT.....	Ea	1	1	0	12.40	12.40 UC
9	701000512	AAG 179022	APPT BK, WKLY, TEL/ADD, BLK	Ea	1	1	0	13.36	13.36 U
10	10395	SMD 133038	FOLDER,GUIDE HGHT,LTR,MLA..	Bx	1	1	0	28.99	28.99 U
11	6137106	PAP 151093	TAPE,CORRECTION,DRYLINE,W..	Ea	1	1	0	2.58	2.58 UC
12	Card:9846 02/14 \$236.10								

JUN 16 2011

**Overall savings on this invoice is \$61.60**

Card: 236.10  
 CARRIER.: OUR TRUCK  
 FOB POINT: YOUR OFFICE

SUB-TOTAL-->> 236.10  
 SALES TAX-->> 0.00  
 INV. TOTAL-->> PD IN FULL

sgc001 25225 / 050810

**\*\* Thank you for your business. We appreciate you! \*\***

Inv 50810

.....  
SAGE W. OFFICE SUPPLIES  
1213 WEST LOOP N STE 120  
HOUSTON, TX 77055  
713/862-6880  
TID #009700058959001

**C O P Y**  
06/13/2011 17:32

**Sale:**

Transaction #           **3**  
Card Type:       MasterCard  
Acc:       \*\*\*\*\*9846  
Entry:           Manual  
Sale:           **236.10**  
Reference No.:   00000003  
Auth.Code:       012508  
Response:       APPROVED

University of Houston  Clear Lake

SHIPPING/RECEIVING DELIVERY SLIP

To: A. Gookin Suite: 2125

Date Received: JUN 16 2011 Vendor: Sage West

Number of Items: 2 Shipper: L

Clerk: A. D. Daniels Shipper #: 050810

SHIPPING/RECEIVING HAS ACCEPTED THIS MERCHANDISE ADDRESSED TO YOU.  
UNLESS NOTIFIED BY YOU WITHIN 24 HOURS THAT THESE ITEMS ARE ON A PURCHASE ORDER,  
NO ACTION REGARDING PROCESSING OF RECEIVING REPORTS OR PAYMENT WILL BE TAKEN.

Received by: Alicia Gookin Date: 6-17-11

Delivered by: \_\_\_\_\_ 12/2008