

Example 5 - Special Handling (request for check)

Receiving Report - Internal Use Only

University of Houston - Clear Lake

PHONE: (281)283-2150
FAX: (281)283-2156
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

MERCURY BAROQUE ENSEMBLE
3201 ALLEN PARKWAY STE 150
HOUSTON TX 77019
USA

Purchase Order 00759 - C17002	Date 09/01/2016	Revision
Payment Terms Net 30	Freight Terms Destination	Ship Via COMMON
Buyer 0005868 Bozeman,Patti D	Fiscal Year 2017	

Ship To: ATTN: RECEIVING DOCK
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Vendor: 0000035795

Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description		Quantity	UOM	PO Price	Ext. Amt	Due Date	
52300	3056	C0165	I0550	NA	BP2017	36,000.00	SSCB1204	0000037176	
1-1		CONTRACT SERVICES - ORCHESTRA CONCERTS FOR FY2017		1.00	LOT	36,000.00	36,000.00	04/07/2017	

Quantity Received: Partial Date Received: 10-7-16 Signature: Jennifer Rosas
(Jennifer Rosas)

NOTE: THE INDIVIDUAL SIGNING THE RECEIVER COPY ACKNOWLEDGES THAT ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET AND PAYMENT IS AUTHORIZED.

CONTRACT NO.: 759-C17002 TERMS OF AGREEMENT (BEGIN AND END DATES): September 2, 2016-April 7, 2017 COMPENSATION: University will pay Contractor a total amount not to exceed \$36,000. CONTACT NAME AND PHONE: Jennifer Rosas (281) 283-2037

Total PO Amount 36,000.00

Partial Pay
\$7000 → 3056-C0165-I0550-NA(16224)

Special Handling
Please have check sent to Student Business Center
and call Jennifer Rosas X 2037 when ready for pickup.

Notice: This is not a purchase order and should not be sent to vendors.

Receiver Copy



Invoice

Date	Invoice #
9/23/2016	497

Bill To
University Of Houston Clear Lake Andrew Reitberger 2700 Bay Area Blvd, Box 198 Houston, TX 77058

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Brahms Symphony at UHCL 10.7.16	7,000.00	7,000.00T
		Total	\$7,000.00