

# Requisition Coversheet

Requisition # 0000040591

**Business Unit:** 00759  
**Dept. Name:** WRITING CENTER  
 SCSB2105  
**Address:** 2700 BAY AREA BLVD

**Requestor:** 0059292 Keefe, Kelly Smith  
**Requestor Ph #:** 281/283-3969

**Vendor ID:** 0000008990  
**Name:** METROMARKETING SERVICES INC

**Address:** 3  
 8707 Katy Fwy Ste 320  
 Houston  
 TX  
 77024-1706  
 USA  
**Phone:** 7139737900

**Fax:** 7139732221

**Gross Amount:** \$1,127.68

**Budget Check:** Valid

Line#	Account	Fund	Dept ID	Program	Project	Budget Ref	Chartfield1	Amount	Due Date
1-1-1	53120	3049	C0142	I0551	NA	BP2018		1,050.00	08/13/2018
2-1-1	53120	3049	C0142	I0551	NA	BP2018		20.00	08/13/2018
3-1-1	52811	3049	C0142	I0551	NA	BP2018		57.68	08/13/2018

Line#	Category	Description	Quantity	UOM	Price	Ext. Amount
1	03778	Pencil-shaped stress balls	500.0000	EA	2.10000	1,050.00
2	96600	Repeat setup charge	1.0000	EA	20.00000	20.00
3	98050	Freight	1.0000	EA	57.68000	57.68

Quote given by Karen Hunt at MetroMarketing, Karen.Hunt@metromkt.com, 713-973-7900. Quote requested by Kelly Keefe, keefe@uhcl.edu, ext. 3969.

Signature:  Tim Richardson Date: 8/13/18

Prepared By: 0059292 Keefe, Kelly Smith

Date:

08/13/2018



# PROPOSAL

Kelly Keefe  
University of Houston

August 7, 2018

Dear Kelly,

Metromarketing is pleased to provide you with the following quotation.

<https://www.arielpremium.com/product/LED-PE01>

Description	QTY	Unit Price	Subtotal
Pencil Stress Reliever	500	\$2.10	\$1,050.00
Repeat Setup Charge	1	\$20.00	\$20.00
Estimated Ground Shipping	1	\$57.68	\$57.68
Item is currently on backorder with an ETA of 9/17/18. When stock arrives only 900 pieces will be available. We will need to place an order ASAP to allot inventory for your order.			
		Subtotal	\$1,127.68
		8.25% Sales Tax	
		<b>TOTAL</b>	<b>\$1,127.68</b>
<b>LEAD TIME:</b>			
Please allow 5-7 business days following factory email proof approval.			
Delivery will be Fed Ex Ground unless otherwise specified.			



Sincerely,

Karen Hunt

**Freight is F.O.B. Plant, Prepay and Bill. Industry standards permit a 10% over/under run. Prices listed are good for (15) fifteen days from date listed above. Artwork, if applicable, will be billed as an additional line item unless specifically noted. Prices above do not include sales tax, if applicable.**

1518 Antoine Drive • Houston, TX 77055  
Phone: (713) 973-7900 • Fax: (713) 973-2221  
Email: karen.hunt@metromkt.com

Vendor 0990

**From:** [UHCL Brand Guide](#)  
**To:** [Keefe, Kelly](#)  
**Subject:** Re: Request for Approval on item Reorder  
**Date:** Friday, August 10, 2018 2:39:09 PM

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Good afternoon Kelly,

Thank you for your submission. Your pencil is approved.

*(Note: Please do not respond to this email unless you have further questions).*

UHCL Brand Guide  
Approver: Jaime Price  
Date: 8/10/18

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**From:** Keefe, Kelly  
**Sent:** Thursday, August 9, 2018 5:22:04 PM  
**To:** UHCL Brand Guide  
**Subject:** Request for Approval on item Reorder

Please review the attached art work for a reorder of our squishy pencils for student giveaways.

Thank you,

**Kelly Keefe**

Office Assistant, Writing Center  
University of Houston-Clear Lake  
2700 Bay Area Blvd., Box 84  
Houston, TX 77058  
281-383-3969  
keefe@uhcl.edu

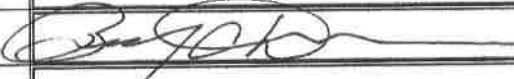
## Certification of No Boycott of Israel Form

If Contractor/Vendor is a "company", as that term is defined in Section 801.001 of the Texas Government Code, Contractor/Vendor certifies and verifies that it: (i) does not boycott Israel and (ii) will not boycott Israel during the Term of this Agreement.

**Form requirements:**

- This certification is required by Texas Government Code § 2270.002.
- This form is required to be attached to all Purchase Orders (goods) and Contracts (services), regardless of whether Contract requires the creation of a Purchase Order.
- The campus department making the purchase of goods or contracting for services is responsible for obtaining the form from the Vendor or Contractor.

Texas Government Code §808.001 states that "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. Furthermore, Texas Government Code §808.001 states that the term "company" means a "for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit".

Vendor/Contractor Name or Company Name	Metromarketing Services, Inc.
Street Address	1518 Antoine Drive
City	Houston
State	TX
Zip Code	77055
Phone Number	713-973-7900
Printed Name of Authorized Representative	Becky Dunn
Title of Authorized Representative	President
Signature of Authorized Representative	
Date	July 16, 2018

I am not required to provide the certification listed above because (select one):

- I am not a "company" as defined above, pursuant to Texas Government Code §808.001.
- This is not an agreement for goods or services to be provided to the University.

Name

Signature

Date