Created by Donna Jenkins on 05/12 at 09:08 AM

Purchase Information

6-1-17 Allocated

United States Environmental Protection Agency
Washington, DC 20460

## OFFICE OF THE ADMINISTRATOR
## PURCHASE CARD REQUISITION

| | | | |
|---|---|---|---|
| *REQUISITION DATE: | 05/12/2017 | *REQ DELIVERY DATE: | 05/12/2017 |
| *REQUESTED BY: | Cheryl Woodward/DC/USEPA/US@MSO365 | *OFFICE: | OA |
| *BANKCARD HOLDER: | Donna Jenkins/DC/USEPA/US@MSO365 | *PHONE: | 564-6959 |

### Vendor Information

| | | | |
|---|---|---|---|
| SUGGESTED VENDOR: | LockTech | | |
| CONTACT PERSON | Customer Services | Phone: | 443-286-2079 |
| ADDRESS | 26A Brookfield Road, Pasadena, MD 21122 | | |
| WEB SITE | | | |

### List of Supplies

| *ITEM DESCRIPTION (Include Justification if necessary) | *QTY | *UNIT PRICE | *Total |
|---|---|---|---|
| *Check "Yes" if this is a computer hardware or software purchase (including toner) ☐ Yes | | | |
| Bio Metric Lock | 2 | $1,190.00 | $2,380.00 |
| Door Prep | 2 | $45.00 | $90.00 |
| Flat Plates | 4 | $27.50 | $110.00 |
| Filler Plate (edge of door) | 2 | $17.25 | $34.50 |
| Labor | 6 | $105.00 | $630.00 |
| Service/Trip Carge II | 1 | $145.00 | $145.00 |
| | | | $0.00 |
| *SHIPPING & HANDLING (IF APPLICABLE)* | | | $0.00 |
| *GRAND TOTAL* | | | $3389.50 |

**Quote, other related documentation or information** (attach file)

E228 EPA Admin Bio Locks without reader.pdf

*EPA Form 11950-1 (Rev. 8-97)*

JUSTIFICATION (Required for IT and all Non Corporate Express Vendors)

Requested for the Administrators Office per PSD (Nino Perrotta). E-mail documentation will be on file.

## Funding/Order Information

**Order Total** $3389.50

| D.C.N | FY | Fund | Org. | Program | Site/Project | Obj Class | Amount |
|---|---|---|---|---|---|---|---|
| A71054 | 1718 | B | 11A | ZZZME8 | | 2504 | $3,389.50 |

**Ordered Date:** 05/12/2017 **3rd-party Verifier:** Mardiko Ellison/DC/USEPA/US

**Comments:**
Notify Funds Approver

*FSD Reconciliation Information*

Transaction # Receipt Date Type Cost Allocation Amount

Closed Committment Flag
*TOTAL AMOUNT*

## Approvals

### Approvers

**Routing Instructions & Information**

| | | |
|---|---|---|
| **Office/Manager** Approve Request | Glen Cuscino (Approved) 05/12/2017 | Add Comment Comment |
| **SIRMO** | () | Comment |
| ***Purchase Card Approver:** | Glen Cuscino (Approved) 05/12/2017 | Comment |
| **Refreshment Aproval** | | |
| ***FundingOfficial:** | Nicole Smoot (Approved) 05/12/2017 | Comment |

### Reviewers check (optional)

Reviewers - Click the "I reviewed it!" button below to add your name to the reviewed by list.
Reviewed By: I Reviewed it!

## Order Receipt Information

○ Complete ○ Partial