

**OFFICE FOR EMPLOYMENT TRAINING
REQUEST TO PURCHASE**

SUGGESTED VENDOR: Peninsula Welding & Medical Supply CHART OF ACCT. CODE/FUND: _____
 REQUESTOR: Marleen Esquerra ACTIVITY CODE: _____
 LOCATION: MCWIB EXP. LINE ITEM: _____
 DATE OF REQUEST: 7/12/2007
 DATE REQ'D: ASAP

QTY	UNIT	ITEM NUMBER	DESCRIPTION	COST	TOTAL
			Rental of helium balloon tank to blow up	\$ 49.87	\$ 49.87
			balloons to decorate the vendor exhibits for	\$ -	\$ -
			the Employer & Employee Recognition	\$ -	\$ -
			event on July 6, 2007.	\$ -	\$ -
				\$ -	\$ -
			Funds paid for out of Ad&PR WIB budget	\$ -	\$ -
			line item for DAC Event.	\$ -	\$ -
				\$ -	\$ -
			(See attached invoice and budget breakdown.)	\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -

ALL REQUESTS MUST COMPLY WITH THE WIA PROCUREMENT METHODS. SEE BELOW	Sub-Total	\$ 49.87
SMALL PURCHASES: \$0 TO \$50,000.00 - 2 DOCUMENTED QUOTES	Freight	\$ -
SOLE SOURCE: MUST BE JUSTIFIED IN WRITING	Tax	
RFP: FOLLOW PROCEDURES IN PROCUREMENT MANUAL	Discount	\$ -
NOTE: THE FOLLOWING MUST BE ATTACHED TO THIS FORM: COMPLETED APPLICABLE	TOTAL	\$ 49.87
PROCUREMENT FORM(S), QUOTES, WRITTEN JUSTIFICATION, BIDS, AND OTHER NECESSARY DOCUMENTATION		

JUSTIFICATION FOR REQUEST:

Peninsula Welding is the vendor of choice because they are the only local vendor that provides helium tanks for rent and charges are based on usage.

Marleen Esquerra 7/12/07 [Signature] 7/12/07
 REQUESTOR DATE AUTHORIZED SIGNATURE DATE
 *** SIGNATURE AUTHORIZES PURCHASE ***

FOR PROCUREMENT ONLY -DO NOT WRITE BELOW THIS LINE- FOR PROCUREMENT ONLY

RECOMMENDED ACTION: APPROVED _____ DENIED _____

ACCOUNTING NUMBER: _____

COMMENTS: _____

 PURCHASE ORDER NUMBER FISCAL OFFICE AUTHORIZATION DATE

Original-Fiscal Office Copy-Make copy for division records

Peninsula Welding & Medical Supply, Inc.

785 Harcourt Avenue • Seaside, California 93955
 Phone: (831) 899-2366 • TOLL FREE: 1-800-400-2366
 Fax: (831) 899-4219

k26

SHIP TO

WORKFORCE INVESTMENT BOARD OF

WORKFORCE INVESTMENT BOARD OF
 730 LA GUARDIA STREET

SALINAS CA 93905

CHRG 09-JUL-07 11:03AM CRT:TTV000 831-796-3381 -NONE- NW

ORDER NO.	DATE	CUST. NO.	CUSTOMER NAME	CUSTOMER ORDER NO.	TERR.	SALES	SHIPPED VIA	UPS	SHIP CODE	COLL	PPD	PAGE
015896-00	07/09/07	01651	WORKFORCE INVESTMENT BOAR		0	0	IN-STORE	0	00	X		1

LINE NO.	STOCK NUMBER	WARE	STOCK DESCRIPTION	UNIT OF MEASURE	QTY. ORDERED	QTY. SHIPPED	-CYLINDERS-		TOTAL VOLUME	UNIT AMOUNT	EXTENDED AMOUNT
							SHIP	RETN			
1	HE BL 125		HELIUM BALLOON GRADE SIZE 107CF 2.2, UN 1046 NON-FLAMM CGA 580 NON-FLAMMABLE GAS 10 46	YL	1	1	1	1	0	38.500	38.50
2	MCR DISC-3		PLASTIC DISC 144 CT	EA	2	2	QTY BRORD 0	BIN LOC	WEIGHT	4.000	8.00
										Cash Rcvd	.00
										Subtotal	46.50
										Tax:	3.37
										Total Sale	49.87

X [Signature]

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.

Certifying Signature _____

Customer Signature

X [Signature]

Print Name

GLEN P. LESOMERIA