

### PURCHASE ORDER ("PO")

<b>FURNISH ITEMS TO (FOB DESTINATION UNLESS OTHERWISE SPECIFIED)</b> PA Dept. of the Auditor General Commonwealth and North Steet Finance building Room 406 Harrisburg, PA 17120 CONTACT PERSON: _____ PHONE NO.: _____ FAX NO.: _____	<b>BILL TO (FURNISH ORIGINAL AND 2 COPIES OF ITEMIZED INVOICES)</b> Department of the Auditor General Office of Comptroller Room 320 Finance Building Harrisburg, PA 17120	<b>SHOW THIS PURCHASE ORDER NUMBER ON INVOICE</b> PURCHASE ORDER NO.: PO 801207 EFFECTIVE DATE: 08-22-2008 DELIVERY DATE: 08-27-2008 EXPIRATION DATE: 06-30-2009 PROMPT PAYMENT DISCOUNT TERMS: BIDDER/CONTRACTOR'S FED ID/SOC SEC #: _____
<b>CONTRACTOR'S NAME &amp; ADDRESS:</b> Staples Inc. 500 Staples Drive Framingham, MA 01702	<b>CONTRACTOR'S REMITTANCE ADDRESS:</b> Staples Business Advantage Dept. PHL 85103 P.O. Box 30851 Hartford, CT 06150-0851	

ITEM NO.	DESCRIPTION OF ITEMS	QUANTITY	UNIT	UNIT PRICE	TOTAL LINE ITEM PRICE
	(STORE)				
	At a Glance 3 1/2x6 refill item# AAGE7175008	80	each	\$2.44	\$195.20
	At a Glance weekly Appt. book item# 681289	400	each	\$5.98	\$2,392.00
	At a Glance monthly Appt. book item# 681192	375	each	\$7.54	\$2,827.50
	At a Glance standard Diary item# 681306	4	each	\$13.23	\$52.92
	At a Glance monthly desk pad item# 681309	180	each	\$2.07	\$372.60
	HP LJ toner for 9000 series item# 456866	6	each	\$231.36	\$1,388.16
	(SCHOOL)				
	Avery removable color coding labels	4	each	\$3.56	\$14.24
	State Contract # 4400002323				
<b>TOTAL PURCHASE ORDER PRICE</b>					<b>\$7,242.62</b>

This Purchase Order constitutes the Contractor's authority to deliver the items listed at the prices listed above in accordance with the Invitation for Bids and the Contractor's Bid, if any, related to this Purchase Order; the Contract, if any, related to this Purchase Order, the Standard Purchase Order Terms and Conditions, and any other documents attached to this Purchase Order or incorporated by reference, if any.

<b>COMMONWEALTH SIGNATURE</b>		<b>BIDDER/CONTRACTOR'S SIGNATURE (IN INK)</b>	
PURCHASING AGENCY HEAD OR DESIGNEE		PRESIDENT/VICE PRESIDENT/MANAGER/PARTNER/OWNER (SIGN BELOW, PRINT NAME, AND CIRCLE TITLE ABOVE)	DATE
<b>APPROVED (IF REQUIRED)</b>	DATE	<b>SECRETARY/ASSISTANT SECRETARY/TREASURER/ASSISTANT TREASURER</b>	DATE
PURCHASING AGENCY		(SIGN BELOW, PRINT NAME, AND CIRCLE TITLE ABOVE)	
<b>COMMONWEALTH ATTORNEY APPROVALS</b>			
<b>APPROVED AS TO FORM AND LEGALITY</b>			
PURCHASING AGENCY ATTORNEY (IF REQUIRED)	DATE	OFFICE OF GENERAL COUNSEL (IF REQUIRED)	DATE
		OFFICE OF ATTORNEY GENERAL (IF REQUIRED)	DATE

This Form Must Be Properly Completed, Signed And Received Prior To Bid Opening Time And Date

ITEM NO	FUND	DEPT	APP	YR	LDG	ORG	COST FUNCTION	OBJ	AMOUNT OF ENCUMBRANCE	PRE-ENC. NUMBER	AMT OF PRE-ENC. LIQUIDATED	CODED
			081	2008			41000	6385	\$7,228.38			APR 220, 221
			081	2008			025500	6385	\$14.24			POSTED