

(Proposal #380)

EM SUBMISSION NO.: 2012EM190

PRESENTED: 3/30/12

ADOPTED: 4-3-12

BY THE EMERGENCY MANAGER

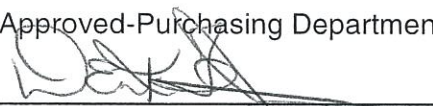
**RESOLUTION TO OFFICE DEPOT FOR OFFICE SUPPLIES**

On March 1, 2012, the Emergency Manager authorized the Department of Purchases & Supplies to issue a purchase order to Office Depot, 2200 Old Germantown Rd., Delray Beach, Florida for various office supplies, in an amount not to exceed \$3,000.00; and

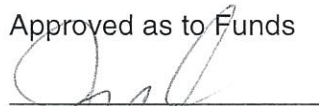
The office of Community & Economic Development is requesting additional said supplies in an amount not to exceed \$5,000.00. Funding will come from account number 296-690.400-726.000; and

BE IT RESOLVED, That the Department of Purchases & Supplies, upon the Emergency Manager's approval, is hereby authorized to issue a purchase order to Office Depot for office supplies in an amount not to exceed \$5,000.00. (Other Grants Fund)

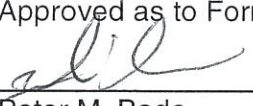
Approved-Purchasing Department

  
Derrick F. Jones  
Purchasing Department

Approved as to Funds

  
Jerry Ambrose  
Director of Finance

Approved as to Form

  
Peter M. Bade  
City Attorney

EM DISPOSITION:

ENACT ✓ FAIL \_\_\_\_\_

DATED 4-3-12

  
Michael K. Brown, Emergency Manager

032012 – KRN

## RESOLUTION STAFF REVIEW

Date: March 29, 2012

Agenda Item Title: The Department of Community and Economic Development is requesting a resolution purchase order with Office Depot.

Prepared by:  
Cynthia Cheshier

Summary of Proposed Action:

The Department of Community and Economic Development is requesting a resolution purchase order with Office Depot. Funds are available in the Community Challenge – Master Plan account and will be use to supply the Master Plan project.

Financial Implications:  
None

Pre-encumbered?: Yes x No \_\_\_\_\_ Requisition# 001200300

Account No. 296-690.400-726.000

Other implications (i.e. collective bargaining):  
No other implications are known at this time.

Staff Recommendation: Recommend Approval

Staff Person

  
Tracy Atkinson,  
Director