



**ORANGE COUNTY SHERIFF'S DEPARTMENT  
EXTERNAL MEMO**



**TO:** County Purchasing Agent Rob Richardson  
**FROM:** Director Noma M. Crook Financial/Administrative Services  
**DATE:** December 22, 2015  
**RE:** Retroactive Invoice 0089091-IN

A handwritten signature in black ink, appearing to be "P" or a similar character, enclosed in a circle.

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The County Procurement Office approved the retroactive payment request to pay invoice # 0089091-IN on July 31, 2015. The invoice was inadvertently paid via Cal Card after the approval from the County Procurement Office was received instead of issuing a Purchase Order in the CAPS+ System. Once the payment error was discovered, Sheriff Purchasing staff contacted the vendor to have the Cal Card charges reversed so a Purchase Order could be issued and payment be reissued via a check. The vendor was unable to reverse the charge because the paid invoice was over one (1) year old at the time of request.

For any future retroactive payments that have been approved by the County Procurement Office, a Purchase Order will be issued in the CAPS+ system.

If you have any further questions, please contact me at (714) 834-6681 or Purchasing Manager Dwight Tipping at (714) 834-8375.

c: Dwight Tipping, Purchasing Manager





# COUNTY OF ORANGE PURCHASE ORDER COUNTY PROCUREMENT OFFICE

**FOR INTERNAL COUNTY USE ONLY. THIS IS NOT A LEGAL DOCUMENT. DO NOT DISTRIBUTE TO VENDOR.**

**VENDOR:** VC0000010908: AT&T

1025 LENOX PARK BLVD NE FL 3 TAX DEPARTMENT

ATLANTA, GA 30319-5309

**VENDOR CONTACT:** DEBBIE SCHMIDT  
847-248-4637  
debbie.schmidt@att.com

**DEPARTMENT STEVE KARAKASH**  
**CONTACT:** 714-834-5158  
SKARAKASH@OCHCA.COM

**PROCUREMENT BRITTANY DAVIS**  
**CONTACT:** N/A  
BDAVIS@OCHCA.COM

**PURCHASE ORDER NUMBER:**  
**PO-042-16010224**  
Version Number: 1      Modification Number:  
**ORDER TOTAL: \$853.96**

**ORDER DATE:** 08/11/2015  
**PROCUREMENT FOLDER:** C004034  
**BOARD AWARD NUMBER:**  
**BOARD AWARD DATE:**  
**CONFIRMING ORDER:** No  
**PROCUREMENT TYPE:** Retroactive  
**CONTRACT TYPE:** Service  
**CITED AUTHORITY:** DPA: Contract Policy Manual  
Thresholds Allow

**Order Summary:** AT&T PHONE LINES

**Order Summary:** BUILDING 38

CONFIRMING PURCHASE ORDER ISSUED FOR PAYMENT PURPOSES ONLY. INVOICE AND APPROVED RETROACTIVE CONTRACT APPROVAL REQUEST FORM ATTACHED.

RQL 16010807/ BDAVIS/ 8-6-2015

**SHIP To:** HEALTH CARE AGENCY: FACILITIES SUPPORT/R.E

405 W 5TH ST  
STE 610  
SANTA ANA, CA 92701-4519

**Delivery Date:**  
**FOB:**

**Shipping Method:**

**Delivery Type:**

**BILL To:** HEALTH CARE AGENCY: PROCUREMENT OFFICE  
ACCOUNTS PAYABLE  
200 W SANTA ANA BLVD  
STE 650  
SANTA ANA, CA 92701-4134

COMMODITY / SERVICE INFORMATION									
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00		\$0.00	\$853.96	05/01/2015	09/30/2015	\$853.96	\$0.00	\$853.96

Commodity Code: 91577 - Telephone Services, Long Distance and Local (Including 800,  
Telephone Services, Long Distance and Local (Including 800,

ACCOUNTING LINE INFORMATION									
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	100	042	042	7000	0741			H99C1980	\$853.96

APPROVALS			
Date	Status Before	Status After	Approver
08/11/2015 07:20:59 AM	Pending	Rejected	figueroa.ana1
08/11/2015 08:19:58 AM	Pending	Approved	figueroa.ana1
08/11/2015 11:14:27 AM	Pending	Approved	anastaci.nargis1





# COUNTY OF ORANGE

## PURCHASE ORDER

### COUNTY PROCUREMENT OFFICE

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**VENDOR:** VC000000298: PRESSTEK INC

2350 E DEVON AVE STE 350

DES PLAINES, IL 60018-4612

**VENDOR CONTACT:** LAUREL NANDY  
800-752-5139

**DEPARTMENT** DUANE BANKEY  
**CONTACT:** 714-834-6871

**PROCUREMENT** TAMI TRAN  
**CONTACT:**  
tami.tran@ceoit.ocgov.com

PURCHASE ORDER NUMBER:  
**PO-017-16010818**

Version Number: 1      Modification Number:

ORDER TOTAL: \$5,079.00

**ORDER DATE:** 11/02/2015  
**PROCUREMENT FOLDER:** C007806  
**BOARD AWARD NUMBER:**  
**BOARD AWARD DATE:**  
**CONFIRMING ORDER:** No  
**PROCUREMENT TYPE:** Retroactive  
**CONTRACT TYPE:** Service  
**CITED AUTHORITY:** DPA: Contract Policy Manual  
Thresholds Allow

**REASON MODIFIED:**

**Order Summary:** DIGITAL 4 COLOR PRESS, SYSTEM COMPUTER AND RIP  
RETROACTIVE INVOICE T811866 FOR PRINTING SERVICES.

FOR COUNTY USE: RQL-017-16012527

**SHIP To:** COUNTY EXECUTIVE OFFICE: PUBLISHING SERVICES

1300 S GRAND AVE  
BLDG A  
SANTA ANA, CA 92705-4484

**Delivery Date:**  
**FOB:** FOB Dest, Freight Prepaid

**Shipping Method:**

**Delivery Type:**

**Shipping Instructions:**

**BILL To:** COUNTY EXECUTIVE OFFICE: INFORMATION & TECHNOLOGY  
ACCOUNTS PAYABLE  
1501 E ST ANDREW PL  
2ND FL  
SANTA ANA, CA 92705-4930

**Billing Instructions:**

COMMODITY / SERVICE INFORMATION									
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00		\$0.00	\$5,079.00	11/02/2015	02/29/2016	\$5,079.00	\$0.00	\$5,079.00
Commodity Code: 70070 - Printing Presses (Not Otherwise Classified) PRESSTEK LLC RETROACTIVE INVOICE T811866 FOR PRINTING SERVICES									
ACCOUNTING LINE INFORMATION									
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	297	017	297	3200	1806				\$5,079.00



# COUNTY OF ORANGE PURCHASE ORDER COUNTY PROCUREMENT OFFICE

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**VENDOR:** VC0000000827: LOMBARD STREET RESEARCH LIMITED

9 CLOAK LANE, PELLIPAR HOUSE

LONDON, EC4R 2RU

**VENDOR CONTACT:** PHIL LIGHTFOOT  
212-367-7627

**DEPARTMENT** Tomas Vargas  
**CONTACT:** 714-834-4774  
tvargas@ttc.ocgov.com

**PROCUREMENT** LORENA BOGARIN  
**CONTACT:** N/A  
LBOGARIN@TTC.OCGOV.COM

PURCHASE ORDER NUMBER:  
PO-074-16010695

Version Number: 1      Modification Number:

ORDER TOTAL: \$6,474.00

**ORDER DATE:** 10/20/2015  
**PROCUREMENT FOLDER:** C000226  
**BOARD AWARD NUMBER:**  
**BOARD AWARD DATE:**  
**CONFIRMING ORDER:** No  
**PROCUREMENT TYPE:** Retroactive  
**CONTRACT TYPE:** Commodity  
**CITED AUTHORITY:** DPA: Contract Policy Manual  
Thresholds Allow

**REASON MODIFIED:**

**Order Summary:** Research services  
PR# 28 - To pay invoice 10735 for six months for Lombard Street Research's economic research and analysis services

**SHIP To:** COUNTY OF ORANGE  
TREASURER-TAX COLLECTOR  
625 N ROSS ST  
BLDG 11 STE G-11  
SANTA ANA, CA 92701-4057

**Delivery Date:**  
**FOB:**

**Shipping Method:**

**Delivery Type:**

**Shipping Instructions:**

**BILL To:** COUNTY OF ORANGE  
TREASURER-TAX COLLECTOR  
PO BOX 4515  
  
SANTA ANA, CA 92702-4515

**Billing Instructions:**

COMMODITY / SERVICE INFORMATION									
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00		\$0.00	\$6,474.00	07/01/2015	01/01/2016	\$6,474.00	\$0.00	\$6,474.00
Commodity Code: 95600 - LIBRARY SERVICES (INCL. RESEARCH AND SUBSCRIPTION SERVICES) LIBRARY SERVICES (INCL. RESEARCH AND SUBSCRIPTION SERVICES)									
ACCOUNTING LINE INFORMATION									
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	100	074	074	2000	1802				\$6,474.00

11-19





# COUNTY OF ORANGE PURCHASE ORDER COUNTY PROCUREMENT OFFICE

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**VENDOR:** VC0000003559: THE BUREAU OF NATIONAL AFFAIRS INC

PO BOX 17009

BALTIMORE, MD 21297-1009

**VENDOR CONTACT:** NOT ON FILE  
000-000-0000

**DEPARTMENT** EDUARDO MONGE  
**CONTACT:** 714-834-5259

**PROCUREMENT CONTACT:** Victoria GIRON  
CARMEN.GIRON@OCGOV.COM

**PURCHASE ORDER NUMBER:**

**PO-017-16010354**

**Version Number: 1      Modification Number:**

**ORDER TOTAL: \$5,302.00**

**ORDER DATE:** 10/16/2015  
**PROCUREMENT FOLDER:** C006821  
**BOARD AWARD NUMBER:**  
**BOARD AWARD DATE:**  
**CONFIRMING ORDER:** Yes  
**PROCUREMENT TYPE:** Retroactive  
**CONTRACT TYPE:** Commodity  
**CITED AUTHORITY:** DPA: Contract Policy Manual  
Thresholds Allow

**Order Summary:** LABOR & EMPLOYMENT LAW RESOURCE CENTER SUBSCRIPTION  
RENEWAL OF LABOR AND EMPLOYMENT LAW RESOURCE CENTER (LERC20) SUBSCRIPTION UNDER ACCOUNT NUMBER 482728.

RQL-017-16011260 8/21/2015

**SHIP To:** HUMAN RESOURCES: ADMINISTRATION

333 W SANTA ANA BLVD  
STE 214A  
SANTA ANA, CA 92701-4084

**Delivery Date:**  
**FOB:**

**Shipping Method:** US Postal Service

**Delivery Type:**

**BILL To:** HUMAN RESOURCES: ACCOUNTS PAYABLE

333 W SANTA ANA BLVD  
STE 214A  
SANTA ANA, CA 92701-4084

COMMODITY / SERVICE INFORMATION									
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00		\$0.00	\$5,302.00	06/20/2015	06/19/2016	\$5,302.00	\$0.00	\$5,302.00

Commodity Code: 95635 - Internet Database Subscriptions  
DATABASE SUBSCRIPTION

ACCOUNTING LINE INFORMATION									
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	100	017	054	2720	1800			BH054N06	\$5,302.00

APPROVALS			
Date	Status Before	Status After	Approver
10/15/2015 10:19:52 AM	Pending	Approved	lac.duyenl
10/15/2015 11:51:13 AM	Pending	Rejected	anastaci.nargisl
10/16/2015 01:50:37 PM	Pending	Approved	lac.duyenl
10/16/2015 02:15:34 PM	Pending	Approved	yin.hanl

DOCUMENT COMMENTS	
<b>Date:</b> 10/15/2015 11:50:51 AM	<b>User:</b> anastaci.nargisl
<b>Comments:</b> Please use object code 1800	





# COUNTY OF ORANGE PURCHASE ORDER COUNTY PROCUREMENT OFFICE

**FOR INTERNAL COUNTY USE ONLY. THIS IS NOT A LEGAL DOCUMENT. DO NOT DISTRIBUTE TO VENDOR.**

**VENDOR:** VC0000015825: WENDY KYUNG SUH

1237 OLSON DR

FULLERTON, CA 92833-5619

**VENDOR CONTACT:** WENDY SUH

626-940-6358  
wksuh425@hotmail.com

**DEPARTMENT AIDA SANCHEZ-NUNEZ**

**CONTACT:** 714-834-3697  
ASANCHEZ-NUNEZ@OCHCA.COM

**PROCUREMENT BRITTANY DAVIS**

**CONTACT:** N/A  
BDAVIS@OCHCA.COM

**PURCHASE ORDER NUMBER:**

**PO-042-16010670**

Version Number: 1      Modification Number:

**ORDER TOTAL: \$800.00**

**ORDER DATE:** 10/16/2015

**PROCUREMENT FOLDER:** C004031

**BOARD AWARD NUMBER:**

**BOARD AWARD DATE:**

**CONFIRMING ORDER:** No

**PROCUREMENT TYPE:** Retroactive

**CONTRACT TYPE:** Service

**CITED AUTHORITY:** DPA: Contract Policy Manual  
Thresholds Allow

**Order Summary:** WENDY SUH- RETROACTIVE CONTRACT

CONFIRMING PURCHASE ORDER ISSUED FOR PAYMENT PURPOSES ONLY. INVOICE AND APPROVED RETROACTIVE CONTRACT APPROVAL REQUEST FORM ATTACHED.

RQL 16010680  
10/14/2015 BDAVIS

**SHIP To:** HEALTH CARE AGENCY: QIPC

405 W 5TH ST  
STE 410  
SANTA ANA, CA 92701-4546

**Delivery Date:**  
**FOB:**

**Shipping Method:**

**Delivery Type:**

**BILL To:** HEALTH CARE AGENCY: PROCUREMENT OFFICE

ACCOUNTS PAYABLE  
200 W SANTA ANA BLVD  
STE 650  
SANTA ANA, CA 92701-4134

COMMODITY / SERVICE INFORMATION									
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00		\$0.00	\$800.00	07/07/2015	12/31/2015	\$800.00	\$0.00	\$800.00

Commodity Code: 96175 - Translation Services  
Translation Services

ACCOUNTING LINE INFORMATION									
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	100	042	042	2000	1900			H2400630	\$800.00

APPROVALS			
Date	Status Before	Status After	Approver
10/16/2015 10:33:37 AM	Pending	Approved	figueroa.ana1
10/16/2015 12:02:58 PM	Pending	Approved	anastaci.nargis1

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