

# Special Handling Request Form

FOR SAME DAY PAYMENT, PLEASE SUBMIT TO FINANCE DEPT. BY 3:00 P.M.

(7000 10000000)

Date: 12/11/13

Vendor Name: COLLINS ELECTRIC Amount: \$43,750 -

Explanation: COMPLETION OF UNDERGROUND PRIVATE PROPERTY CONVERSION

Requested By: D. WOODRUF

Department: PUBLIC WORKS PH. # 7401

Dept. Head Approval: [Signature]

- Express/Same Day
- Next Day Payment
- Pick-up/Delivery
- Special Mailing

### Finance Dept. Use Only

Purchasing Administrator: [Signature]

Director of Finance Approval: \_\_\_\_\_

(Over \$50,000) Treasury Authorization By: \_\_\_\_\_

Delivered To: [Signature] Initial: [Initials]

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**568778**  
**COLLINS ELECTRIC**

Accounts Payable: (626) 744-4461

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Available	Paid Amount
CE-1185 ✓	08/07/13	00993626	20,000.00	0.00	20,000.00 ✓
CE-1187 ✓	08/07/13	00993625	23,750.00	0.00	23,750.00 ✓

  

Vendor Number	Vendor Name	Total Discounts
0000031092	COLLINS ELECTRIC	\$0.00

  

Check Number	Date	Total Amount	Discounts Taken	Total Paid Amount
568778	12/12/13	\$43,750.00	\$0.00	\$43,750.00

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**568778**

CITY HALL  
100 N. GARFIELD AVE., RM 310, P. O. BOX 7115  
PASADENA, CA 91109-7215

Date 12/12/13

Pay Amount \*\*\*\*\*\$43,750.00

Pay \*\*\*\*FORTY-THREE THOUSAND SEVEN HUNDRED FIFTY AND XX / 100 US DOLLAR\*\*\*\*

To The Order Of  
COLLINS ELECTRIC  
483 MOUNTAIN VIEW STREET  
ALTADENA, CA 91001

**NON-NEGOTIABLE**

**THIS IS NOT A CHECK**





Amount: \$43,750.00

Sequence Number: 4542846163

Account: 443280200

Capture Date: 01/03/2014

Bank Number: 12200066

Check Number: 568778



# City of Pasadena

**BANK OF AMERICA**  
525 S FLOWER STREET  
LOS ANGELES, CA 90071  
16-66/1220

**568778**

**CITY HALL**  
100 N. GARFIELD AVE., RM 310, P. O. BOX 7115  
PASADENA, CA 91109-7215

Date 12/12/13

Pay Amount \*\*\*\*\*\$43,750.00

Pay \*\*\*\*\*FORTY-THREE THOUSAND SEVEN HUNDRED FIFTY AND XX / 100 US DOLLAR\*\*\*\*\*

To The Order Of **COLLINS ELECTRIC**  
483 MOUNTAIN VIEW STREET  
ALTADENA, CA 91001

⑈568778⑈ ⑆12200066⑆ 04432⑈80200⑈

Face of document is grey/red/grey. Image frangible document security includes: Copy-void safety microprinting, simulated watermark, diagonal anti-spoof security, color reactive mark, chemical reactivity, additional covert security features and toner adhesion.

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Seq: 00264-01/03/14  
Batch: 985545  
Date: 01/03/14

Seq: 00264-01/03/14  
BAT: 985545-CC: 3180000226  
WT: 01-LTFS-Los Angeles  
BC: Lake Colorado BC CA9-110

Credited To The Account Of  
The Within Named Payee  
Endorsement Guaranteed  
**Bank of America, N.A.**  
DO NOT SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

WARNING: THE BACK OF THIS CHECK CONTAINS A SIMULATED WATERMARK LIKE THIS: **FUTURACHEK**  
HOLD AT 45° ANGLE TO VIEW.

Electronic Endorsements:

Date	Sequence	Bank #	Endrs Type	TRN	RRC	Bank Name
01/03/2014	██████████	122000661	Rtn Loc/BOFD	Y		BANK OF AMERICA, NA