

Special Handling Request Form

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

850

Date: 5/24/10

Vendor Name: COLLINS ELECTRIC Amount: \$ 22,485

Explanation: COMPLETION OF PRIVATE PROPERTY UNDERGROUND CONVERSION FOR LIND 07-1. (INVOICE WAS MISROUTED TO WRONG DEPARTMENT AND REQUIRE IMMEDIATE PROCESSING FOR PAYMENT)

Requested By: D. WOOTEN

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: [Signature]

(Over \$50,000) Treasury Authorization By: [Signature]

Delivered To: [Signature] Initial: [Initials]

00800484

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466850
COLLINS ELECTRIC

Accounts Payable: (626) 744-4461

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Available	Paid Amount
CE-0782 ✓	04/01/10	00800484	22,485.00	0.00	22,485.00 ✓

Vendor Number	Vendor Name		Total Discounts		
0000031092	COLLINS ELECTRIC		\$0.00		
Check Number	Date		Total Amount	Discounts Taken	Total Paid Amount
466850	05/25/10		\$22,485.00	\$0.00	\$22,485.00

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466850

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

Date 05/25/10

Pay Amount *****\$22,485.00

Pay ****TWENTY-TWO THOUSAND FOUR HUNDRED EIGHTY-FIVE AND XX / 100 US DOLLAR****

To The
Order Of

COLLINS ELECTRIC
483 MOUNTAIN VIEW STREET
ALTADENA, CA 91001

Y

NON-NEGOTIABLE

THIS IS NOT A CHECK

Amount: \$22,485.00

Sequence Number: 6360512482

Account: 443280200

Capture Date: 05/25/2010

Bank Number: 12200066

Check Number: 466850



City of Pasadena

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

466850

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

Date 05/25/10

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COLLINS ELECTRIC
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ALTADENA, CA 91001

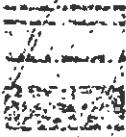
Paula...
View

⑆466850⑆ ⑆2200066⑆ ⑆04432⑆80200⑆

⑆0002248500⑆

1
I am the owner of this check and I have not signed it. If I have signed it, I am not the owner of this check. If I have signed it, I am not the owner of this check. If I have signed it, I am not the owner of this check.

BANK OF AMERICA, NA LAC
12200066 14 E2688 18 85
05/25/10



4560-123
12200661

0000 62259

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

None Coll

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