

Special Handling Request Form

(TWO INVOICES)

849

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

Date: 5/24/10

Vendor Name: COLLINS ELECTRIC Amount: \$44,474

Explanation: COMPLETION OF PRIVATE PROPERTY UNDERGROUND CONVERSION FOR UH1) 04-1 AND 04-2. (INVOICES WERE 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: [Signature]

00800482 + 00800483

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466849
COLLINS ELECTRIC

Accounts Payable: (626) 744-4461

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Available	Paid Amount
CE-0783	04/01/10	00800482	24,474.00	0.00	24,474.00
CE-0785	04/01/10	00800483	20,000.00	0.00	20,000.00

Vendor Number	Vendor Name		Total Discounts	
0000031092	COLLINS ELECTRIC		\$0.00	
Check Number	Date	Total Amount	Discounts Taken	Total Paid Amount
466849	05/25/10	\$44,474.00	\$0.00	\$44,474.00

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466849

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

Date 05/25/10

Pay Amount *****\$44,474.00

Pay ****FORTY-FOUR THOUSAND FOUR HUNDRED SEVENTY-FOUR AND XX / 100 US DOLLAR****

To The
Order Of

COLLINS ELECTRIC
483 MOUNTAIN VIEW STREET
ALTADENA, CA 91001

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NON-NEGOTIABLE

THIS IS NOT A CHECK

Invoice

FROM	COLLINS ELECTRIC
ADDRESS	483 MOUNTAIN VIEW STREET
	ALTADENA, CA 91001
PHONE	626-798-3355

TO	CITY OF PASADENA / PUBLIC WORKS	INVOICE NO.:	CE-0783
ADDRESS	100 N. GARFIELD STREET	ORDER DATE:	4/1/2010
	PASADENA, CALIFORNIA	START DATE:	4/5/2010
PHONE	626-744-7401	END DATE:	4/16/2010
ATTN	D. WOOTEN	PAYMENT TERMS:	0

QTY	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK
	Install utility conduits and pull boxes to remove overhead service drops. Relocate lateral to rear of property. (Includes Permit Fees, Equipment Rental) Concrete, Brick and Asphalt Replacement)			/
	P W ENGINEERING			MISCELLANEOUS CHARGES
	O.# OCT. # 8114-301-762600-53-74488 APPROVAL: <i>[Signature]</i> AMOUNT: 24,474. DATE: 5/24/10 SENT TO PROJ. 5/24/10			/
	PAID CITY OF PASADENA 2010 MAY 25 A 10:46			LABOR CHARGES
				Accts Payable MAY. 24 2010 [Signature]
			24,474 .00	/

CLIENT SIGNATURE	DATE
AUTHORIZED SIGNATURE	DATE

TOTAL LABOR	
TOTAL MATERIALS	
TOTAL MISCELLANEOUS	
SUBTOTAL	24,474 .00
TAX	
GRAND TOTAL	24,474 .00

Invoice

Invoice

FROM	COLLINS ELECTRIC
ADDRESS	483 MOUNTAIN VIEW STREET
	ALTADENA, CA 91001
PHONE	626-798-3355

TO	CITY OF PASADENA / PUBLIC WORKS	INVOICE NO.:	CE-0785
ADDRESS	100 N. GARFIELD STREET	ORDER DATE:	4/1/2010
	PASADENA, CALIFORNIA	START DATE:	4/5/2010
PHONE	626-744-7401	END DATE:	4/21/2010
ATTN	D. WOOTEN	PAYMENT TERMS:	0

QTY	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK
				Install utility conduits and pull boxes to remove overhead service drops. Relocate pull box to back of property. (Includes Permit Fees, Equipment Rental) Concrete, Brick and Asphalt Replacement)
				MISCELLANEOUS CHARGES
				
				LABOR CHARGES
				
			20,000	.00

P.W. ENGINEERING

P.O. # _____

ACCT # 8114-3019762600-53-7421

FROM: [Handwritten]

AMOUNT: \$ 20,000

DATE: 5/24/10

SENT TO PMS: 5/24/10

Accrued Payable

MAY 31 2010

M. Autroy

CLIENT SIGNATURE	DATE
AUTHORIZED SIGNATURE	DATE

TOTAL LABOR	
TOTAL MATERIALS	
TOTAL MISCELLANEOUS	
SUBTOTAL	20,000 .00
TAX	
GRAND TOTAL	20,000 .00

Invoice

Amount: \$44,474.00 Sequence Number: 6360512481
Account: 443280200 Capture Date: 05/25/2010
Bank Number: 12200066 Check Number: 466849



City of Pasadena

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

466849

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

Date 05/25/10

Pay Amount *****\$44,474.00

Pay ****FORTY-FOUR THOUSAND FOUR HUNDRED SEVENTY-FOUR AND XX / 100 US DOLLAR****

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

Andrew Chan
View

⑆466849⑆ ⑆122000661⑆ 0443280200⑆

⑆0004447400⑆

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This is not an endorsement of any bank's products or services. It is a document that contains information about the bank's services and products. It is not a contract or a guarantee of any kind. It is a document that is provided for informational purposes only.

BANK OF AMERICA, N.A. LAC
⑆122000661⑆ E2688 10 05

05/25/10

JAN 25 94

4560-123
122000661

0000 62258

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

Tyson Collier

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

