

PURCHASE ORDER

Company: Burditt Consultants		#2874 <input type="checkbox"/> New Vendor	Purchase Order Number 17-0674	
Address 310 Longmire Conroe TX 77304		Department PARD		
City/State/Zip 936-756-3041		GL Number 03-501-502		
Phone	Fax	Email	Ordered By Danny Zinke	
Customer #		Quote #		Date MARCH 6, 2017
Purchase order number must appear on your invoice and package. Mail invoice to the billing address the day shipment is made.				
SHIPPING ADDRESS: City of Boerne Attn: _____ Boerne, Texas 78006 Phone: 830.249.9511 Fax: 830.249.9264		BILLING ADDRESS: City of Boerne Attn: Accounts Payable PO Box 1677 Boerne, Texas 78006 Phone: 830.249.9511 Fax: 830.815.1211		
QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		MASTER PLAN PARKS		28,500
Approved by BCC 12/13/14				
	3/1/17 INV# 138482	\$ 7,125.00		
	4/3/17 INV# 138526	\$ 7,629.90		
	5/15/17 INV# 138569	\$ 7,125.00		
	6/15/17 INV# 138593	5,700.00		
		\$ 920.10		
Notes/Conditions: Acknowledge order and state when you will number on invoice, packages and all corre be made for boxing or cartage.		Total: 28,500 Dept. Head Signature [Signature] Finance Signature [Signature]		

TXOMA873

Danny Zincke

From: Tammy Edmiston
Sent: Thursday, September 28, 2017 1:42 PM
To: Danny Zincke
Subject: Burditt Consultants
Attachments: Scanned from the City of Boerne.pdf

Importance: High

Danny,

Attached is the original PO with the invoices that have been paid to date.

Original PO	\$28,500.00	
3/01/17 Inv# 138482	-7,125.00	
4/03/17 Inv# 138526	-7,629.90	(\$504.90 for copies)
5/15/17 Inv# 138569	-7,125.00	
6/15/17 Inv# 138593	-5,700.00	
Balance	920.10	

It appears that on the 4/3/17 (Inv# 138526) they charged us \$504.90 for copies. The invoice you sent over dated 9/20/17 was for \$1,894.00 which is \$973.90 more than what Council authorized.

The \$973.90 includes the copies from Inv# 138526 plus the copies from the 9/20/17 Inv# 138681 [\$504.90+\$469.00=\$973.90]

You will need to get Council to approve an additional \$973.90.

Please let me know if you have any questions.

Tammy A. Edmiston

Finance Officer
830.248.1520 direct line
830.815-1211 fax
tedmiston@boerne-tx.gov



-----Original Message-----

From: donotreply
Sent: Thursday, September 28, 2017 7:46 AM
To: Tammy Edmiston <TEdmiston@boerne-tx.gov>
Subject: Scanned from the City of Boerne