Sample Transaction Log

In an effort to assist our customers in assembling monthly purchasing card records, we created a sample record and placed it on our website. The sample record is an example of what a complete record should consist of, with examples of documentation required when office furniture is purchased outside of MCE, a consultant is hired, and/or food is purchased. Cardholders will probably not need all this documentation each month, but we wanted to provide a comprehensive sample record. Please note that it is very helpful when the receipts are retained in the order as they appear on the transaction log. Should you have any questions or need assistance, please feel free to contact us at 301-405-5834 or via email at pcard@umd.edu.
UM PURCHASING CARD CARDHOLDER TRANSACTION LOG

Cardholder Name: DOE, JOHN A
Cardholder Account: 03 - 145225

Month/Billing Cycle: 06-26-07 to 07-25-07

Each cardholder is to follow their department's internal procedures to insure appropriate authorization and review occurs before purchases are made. VISA statement, original receipt, order forms, packing slips and sufficient documentation to satisfy an auditor's questions regarding the legitimacy of the purchase MUST be kept with this Log. All of the above are to be filed in a central location within your department.

By signing this Log, the Cardholder and Reviewer certify that purchases shown match the corresponding VISA statement and comply with University of Maryland and Maryland State purchasing guidelines and regulations.

Cardholder Signature and Date: 8/17/07
Authorised Reviewer Signature and Date: 8/31/07

Total # of transactions = 10 Total Dollar = 9,574.27

<table>
<thead>
<tr>
<th>Date</th>
<th>Tran Date</th>
<th>Merchant</th>
<th>Bill Amount</th>
<th>Campus Account</th>
<th>Subcode</th>
<th>Realized Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-02-07</td>
<td>06-28-07</td>
<td>STAPLES DIRECT00209411</td>
<td>-111.99</td>
<td>01</td>
<td>3952</td>
<td>-111.99</td>
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<tr>
<td>07-05-07</td>
<td>07-03-07</td>
<td>STAPLES DIRECT00209411</td>
<td>111.99</td>
<td>01</td>
<td>3952</td>
<td>111.99</td>
</tr>
<tr>
<td>07-09-07</td>
<td>07-07-07</td>
<td>GATEWAY BUSINESS DIRECT</td>
<td>2,490.09</td>
<td>01</td>
<td>773020</td>
<td>2,490.09</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upgrade CRS public stations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-11-07</td>
<td>07-10-07</td>
<td>GATEWAY BUSINESS DIRECT</td>
<td>4,521.09</td>
<td>01</td>
<td>773020</td>
<td>4,521.09</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CRS front desk low profile computers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-16-07</td>
<td>07-13-07</td>
<td>AQUIS COMMUNICATIONS</td>
<td>9.50</td>
<td>01</td>
<td>3952</td>
<td>9.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VUGRLBD07</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-23-07</td>
<td>07-20-07</td>
<td>CHARLES COUNTY OFFICE FURN</td>
<td>330.00</td>
<td>01</td>
<td>773020</td>
<td>330.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Special order shelf for supplies for center office cubicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-23-07</td>
<td>07-20-07</td>
<td>GIANT FOOD INC #316</td>
<td>115.32</td>
<td>01</td>
<td>3952</td>
<td>115.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Food for planner student appreciation picnic and GBT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-23-07</td>
<td>07-20-07</td>
<td>TARGET 00012955</td>
<td>231.93</td>
<td>01</td>
<td>3952</td>
<td>231.93</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Candy for GBT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-23-07</td>
<td>07-20-07</td>
<td>STAPLES 00102269</td>
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<td>01</td>
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<td>26.34</td>
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<tr>
<td></td>
<td></td>
<td>Name tags for GBT</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-23-07</td>
<td>07-20-07</td>
<td>VIRGINIA GOLF CARS</td>
<td>1,850.00</td>
<td>01</td>
<td>3952</td>
<td>1,850.00</td>
</tr>
</tbody>
</table>

https://was-3.umd.edu/pcard/real
Reviewer Reviewed on: 8/07/07 by Moore, Margaret

Reviewer Notes:

ARES PCard Home
# Bank of America

## Corporate Purchasing Card

**Cardholder Activity**

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Tran Date</th>
<th>Reference Number</th>
<th>Transactions</th>
<th>MCC</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-02</td>
<td>06-28</td>
<td>741640771801056001192</td>
<td>STAPLES DIRECT#029411 PUTNAM CT</td>
<td>5111</td>
<td>111.99</td>
<td></td>
</tr>
<tr>
<td>07-05</td>
<td>07-03</td>
<td>2416407718010560011323</td>
<td>STAPLES DIRECT#029411 800-3333333 CT</td>
<td>5111</td>
<td></td>
<td>111.99</td>
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<tr>
<td>07-09</td>
<td>07-07</td>
<td>24164077180105600066</td>
<td>GATEWAY BUSINESS DIRECT 800-8462000 SD</td>
<td>5999</td>
<td>2,490.09</td>
<td></td>
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<tr>
<td>07-11</td>
<td>07-10</td>
<td>24164077180105600068</td>
<td>GATEWAY BUSINESS DIRECT 800-8462000 SD</td>
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<td>4,513.69</td>
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<tr>
<td>07-16</td>
<td>07-12</td>
<td>249294947191090916400865</td>
<td>AQUIS COMMUNICATIONS 973-609115 NJ</td>
<td>4613</td>
<td>9.50</td>
<td></td>
</tr>
<tr>
<td>07-23</td>
<td>07-20</td>
<td>2430133720311800010047</td>
<td>CHARLES COUNTY OFFICE PURCH 88242150 MD</td>
<td>5712</td>
<td>330.00</td>
<td></td>
</tr>
<tr>
<td>07-25</td>
<td>07-20</td>
<td>241640772340108581000</td>
<td>TARGET 0021295 GREENBELT MD</td>
<td>5310</td>
<td>231.03</td>
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</tr>
<tr>
<td>07-25</td>
<td>07-20</td>
<td>24610487234072103801942</td>
<td>GIANT FOOD INC #316 GREENBELT MD</td>
<td>5411</td>
<td>115.24</td>
<td></td>
</tr>
<tr>
<td>07-23</td>
<td>07-20</td>
<td>241640772351051612329098</td>
<td>STAPLES 00107269 BERMUN HIGHMID</td>
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<td>26.34</td>
<td></td>
</tr>
<tr>
<td>07-23</td>
<td>07-20</td>
<td>24073146240900016400038</td>
<td>VIRGINIA GOLF CARS 540-4337891 VA</td>
<td>5999</td>
<td>1,850.00</td>
<td></td>
</tr>
</tbody>
</table>

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**Account Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Credits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash</td>
<td>+ $0.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>+ $9,574.27</td>
</tr>
<tr>
<td>Other Debits</td>
<td>+ $0.00</td>
</tr>
<tr>
<td>Overlimit Fees</td>
<td>+ $0.00</td>
</tr>
<tr>
<td>Cash Fees</td>
<td>+ $0.00</td>
</tr>
<tr>
<td>Other Fees</td>
<td>+ $0.00</td>
</tr>
<tr>
<td>Total Activity</td>
<td>= $9,574.27</td>
</tr>
</tbody>
</table>

---

**Customer Service**

- 1.800.449.2273, 24 hours
- Outside the U.S. 1.509.353.6656, 24 hours
- For Lost or Stolen Card: 1.888.449.2273, 24 hours

**Send Billing Inquiries to:**

BANK OF AMERICA
PO BOX 15134
WILMINGTON DE 19850-1514

---

**Corporate Purchasing Card**

**Account No.**

1234 1397 0057 1235

**Total Activity**

$9,574.27

---

**Cardholder Signature**

**Manager Signature**

---

**JOHN DOE**

UNIV OF MD01333
CAMPUS RECREATION SERVICES
1115 EPPLEY RECREATION CENTER
COLLEGE PARK MD 20742-0001

---

**Please see the reverse side for information about your account.**
Thank you for contacting Staples,

Here is a confirmation that will show you the credit and charge that will show on your account.

Should you require further assistance please use the contact information below.

Thank you for your patience concerning this matter.

Lynise
Customer Service Representative

e-mail: support@orders.staples.com
phone: 1-800-333-3330
For Customer service, call 1-800-353-3535, or e-mail at supportorders.staples.com.
Order on-line 24 hours a day, 7 days a week.
STAPLES BUSINESS DELIVERY, that was easy.
UNIVERSITY OF MARYLAND

To: Chambersburg, PA

Affn John Doe
115 Eppley Rec. Ctr.
College Park, MD 20742001
Telephone: (301) 226-0000

SPECIAL INSTRUCTIONS: PICKUP ALL ITEMS LISTED BELOW.

NO PICK UP NEEDED PRODUCT WAS RETURNED.

TO: FY

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>ITEM DESCRIPTION / REV NUMBER</th>
<th>QUANTITY</th>
<th>CITY SHIPPED</th>
<th>CITY SHIPPED</th>
<th>STAPLES PRICE</th>
<th>總價</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>386632</td>
<td>ROLL THERMAL 3-1/4X/RT 386632</td>
<td>1</td>
<td>CT</td>
<td>1</td>
<td>111.99</td>
<td>111.99</td>
<td>111.99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Merchandise Total: 111.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delivery: Waived</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tax: .00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Need to return something? Please call Customer Service to process a return.

Payment Method: VISA
Terms: Total Value of Order: 111.99

Thank You For Your Order! Staples, Inc.
For Customer service, call 1-800-333-3330, or e-mail at support@orders.staples.com. Order on-line 24 hours a day, 7 days a week.

STAPLES BUSINESS DELIVERY, that was easy.

UNIVERSITY OF MARYLAND
Attn. John Doe
1115 Eppley Rec. Ctr.
College Park, MD 20740001
Telephone: (301) 228-0000

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UN</th>
<th>QTY</th>
<th>DPX ORDERED</th>
<th>STAPLES PRICE</th>
<th>EXTENDED PRICE</th>
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</thead>
<tbody>
<tr>
<td>1038424</td>
<td>CREDIT CARD ROLL 3 /OA 266243</td>
<td>PK</td>
<td>10</td>
<td>10</td>
<td>18.85</td>
<td>188.50</td>
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<tr>
<td>386632</td>
<td>ROLL THERMAL 3-1/8X/OA 386632</td>
<td>CT</td>
<td>2</td>
<td>2</td>
<td>111.99</td>
<td>223.98</td>
</tr>
</tbody>
</table>

Coupons and other adjustments are deducted after the Merchandise Total.

MERCHANDISE TOTAL: $412.48
DELIVERY: RAIVED
TAX: $0.00

TOTAL VALUE OF ORDER: $412.48

Need to return something? Please call Customer Service to process a return.

Thank You For Your Order! Staples, Inc.
**Gateway**

**Date** | **Invoice #** | **Client P.O.** | **Client I.D.** | **Sales Representative**
---|---|---|---|---
07/07/07 | 5751 | CC | 32 | 

**Payment Terms** | **Ship Via** | **Gateway Order #** | **Order Date**
---|---|---|---
SEE BELOW | Federal Express Ground Comm 78311490 | 06/21/07 | 

**PO#CC**

**University of Maryland**
**Campus Recreation**
**1115 Epply Rec Ctr**
**College Park MD 207420001**

**RECEIPT OF PURCHASE**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item # / Description</th>
<th>System Serial #</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1014295R</td>
<td>Shipped</td>
<td>676.57</td>
<td>2029.71</td>
</tr>
<tr>
<td></td>
<td>Gateway B-2600S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial Numbers for item 1014295R</td>
<td>0039293637</td>
<td>0039293638</td>
<td>0039293639</td>
</tr>
<tr>
<td>3</td>
<td>1532578</td>
<td>Shipped</td>
<td>153.46</td>
<td>460.38</td>
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<tr>
<td></td>
<td>B-Value Plus ServPlan 5yr Parts/Labor/NBDOnsite/Tech-Eseries</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Shipped Items**

<table>
<thead>
<tr>
<th>Sub-Total Taxable Amount</th>
<th>Tax @</th>
</tr>
</thead>
<tbody>
<tr>
<td>.00</td>
<td>.00</td>
</tr>
</tbody>
</table>

**Payment Term**

**Visa Credit Card**

XX.XXXXXXXXXX 2490.09

This is not a bill. This is a receipt for your records only. We appreciate your business.

Correct FEIN is 46-0431398. Not subject to backup withholding. Gateway Professional, LLC collects applicable sales/use tax on its sales or as agent for 3rd Party Warranty providers in those states where it is legally obligated to do so. In other states, you are responsible for remitting applicable sales tax on merchandise directly

**Purchase Sub-Total** | **Sales Tax** | **Freight & Handling** | **TOTAL =**
---|---|---|---

107206 | *REPRINT* | | 

**Remit To:**

Gateway Companies Inc.
**Dept. At 92307**
**Atlanta GA 311022307**
Tel: 800-846-2103
Fax: 605-232-2112

Please return this portion with your payment. Disregard this notice if payment has been made.
Gateway

Date: 07/07/07
Invoice #: 5751
Client P.O.: CC
Client ID: 32

Payment Terms: SEE BELOW
Ship Via: Federal Express Ground Comm 78311490 06/21/07

PO#CC

University of Maryland
Campus Recreation
1115 Empl RecCtr
College Park MD 207420001

Gateway Order #: 78311490
Order Date: 06/21/07
PO#CC

University of Maryland
Campus Recreation
1115 Empl RecCtr
College Park MD 207420001

RECEIPT OF PURCHASE

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please visit Gateway.com for additional sales/use tax information and for information on the California Electronic Waste recycling fee, rebate information, and recycling electronic products in Alberta, Canada.

This sale is made under Gateway's Terms & Conditions of Sale unless you entered into a separate written agreement with Gateway. Limited warranties and service agreements apply, visit gateway.com/warranty or call 800-846-2000 for a copy. These commodities, technology or software are of United Stat design and subject to Export Administration Regulations. Diversion contrary to United States law is prohibited.

The amounts shown on this document reflect U.S. Dollars

<table>
<thead>
<tr>
<th>Purchase Sub-Total</th>
<th>Sales Tax</th>
<th>Freight &amp; Handling</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2490.09</td>
<td>0.00</td>
<td>0.00</td>
<td>2490.09</td>
</tr>
</tbody>
</table>

Remit To: Gateway Companies Inc.
Dept. At 932007
Atlanta GA 311923007
Tel: 800-846-2103
Fax: 605-232-2112

Please return this portion with your payment. Disregard this notice if payment has been made.

Client ID: 32
Invoice Date: 07/07/07
Invoice #: 5751
Total: 2490.09 USD
University of Maryland
Campus Recreation
1115 Epply Rec Ctr
College Park MD 207420001

University of Maryland
Campus Recreation
1115 Epply Rec Ctr
College Park MD 207420001

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item # / Description</th>
<th>System Serial #</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Gateway E-6610D</td>
<td></td>
<td>1348.54</td>
<td>4045.62</td>
</tr>
<tr>
<td></td>
<td>Serial Numbers for item 1014298R</td>
<td>0039167113</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0039167114</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0039167115</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Microsoft Works 8.5</td>
<td></td>
<td></td>
<td>INCLUDED</td>
</tr>
<tr>
<td>3</td>
<td>B-Value Plus ServPlan 5yr Parts/Labor/NBDOnsite/Tech-Eseries</td>
<td></td>
<td>158.49</td>
<td>475.47</td>
</tr>
</tbody>
</table>

Shipped Items
Sub-Total Taxable Amount: .00
Tax @ .00

Payment: Visa Credit Card

This is not a bill. This is a receipt for your records only. We appreciate your business.

Correct FEIN is 46-0431398. Not subject to backup withholding. Gateway Professional, LLC collects applicable sales/use tax on its sales or as agent for 3rd Party Warranty providers in those states where it is legally required.

Purchase Sub-Total
Sales Tax
Freight & Handling

TOTAL = 4521.09

Continued...
Gateway

Date       Invoice #       Client P.O.       Client I.D.       Sales Representative
07/10/07    5759             32               

Payment Terms
SEE BELOW

Ship Via
Federal Express Ground Comm 78283887  05/17/07

Gateway Order #    Order Date

Uniresponse of Maryland
Campus Recreation
1115 Epply Rec Ctr
College Park MD 207420001

University of Maryland
Campus Recreation
1115 Epply Rec Ctr
College Park MD 207420001

RECEIPT OF PURCHASE

<table>
<thead>
<tr>
<th>System Serial #</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
</table>

obligated to do so. In other states, you are responsible for remitting applicable sales tax on merchandise directly to the appropriate state. Please visit Gateway.com for additional sales/use tax information and for information on the California Electronic Waste recycling fee, rebate information, and recycling electronic products in Alberta, Canada.

This sale is made under Gateway's Terms & Conditions of Sale unless you entered into a separate written agreement with Gateway. Limited warranties and service agreements apply, visit gateway.com/warranty or call 800-846-2000 for a copy. These commodities, technology or software are of United Stat design and subject to Export Administration Regulations. Diversion contrary to United States law is prohibited.

The amounts shown on this document reflect U.S. Dollars

<table>
<thead>
<tr>
<th>Purchase Sub-Total</th>
<th>Sales Tax</th>
<th>Freight &amp; Handling</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4521.09</td>
<td>0.00</td>
<td>0.00</td>
<td>4521.09</td>
</tr>
</tbody>
</table>

USD

Reprint:
Please return this portion with your payment. Disregard this notice if payment has been made.

Gateway Companies Inc.
Dept. At 993307
Atlanta GA 311922307
Tel: 800-846-2103
Fax: 605-232-2112

Page # 2

Client ID       Invoice Date       Invoice #       Total
32              07/10/07            5759             4521.09 USD
Please Confirm that the information below is correct.

Confirmation
Total Amount: $9.50

Bill To:
John Doe
1115 Eppley Rec. Ctr.
College Park, MD 20742001
Telephone: (301) 226-0000

Ship To:
jdoe@umd.edu

Submit Transaction For Processing
<< Back
Account Information

Thank you for your payment. Your payment will be posted to your account within 24 hours.

Authorization Code: 07883
Reference Number: VUJE1B7DC9

<table>
<thead>
<tr>
<th>Current Account</th>
<th>10010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Info</td>
<td>University Of Maryland</td>
</tr>
<tr>
<td>Address</td>
<td>Campus Recreation Services, Building 069 / Room 1115, College Park Campus, College Park, MD</td>
</tr>
<tr>
<td>Zip</td>
<td>20742</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Balance</th>
<th>$9.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance</td>
<td>$9.50</td>
</tr>
<tr>
<td>30 Days Past Due</td>
<td>$0.00</td>
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<tr>
<td>60 Days Past Due</td>
<td>$0.00</td>
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<tr>
<td>Date Last Payment</td>
<td>20-Jun-07</td>
</tr>
<tr>
<td>Amount Last Payment</td>
<td>$9.50</td>
</tr>
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</table>

WebTouch Version 2.1.514.7,6.8
Copyright ©2003-2004 Recurrent Software Solutions, Inc
All Rights Reserved.

View Aquis Communications, Inc. Privacy Statement
Date: Fri, 13 Jul 2007 15:59:49 -0400  
From: Aquis Communications <custservice@aquiscommunications.com>  
To: jdoe@umd.edu  
Subject: Your Receipt

Aquis Communications, Inc Receipt for Payment

Account : 10010  
Amount Paid : 9.50  
Credit Card : VISA **********  
Authorization Code : 079  
Reference Number : VUGE1B7DC079  
Paid By : John Doe  
1115 Eppley Rec Ctr.  
College Park, Md 20742

Thank you for your payment
Sample Small Dollar Furniture Purchases

Appendix E

The small dollar furniture form is used if you are unable to make a furniture purchase through MCE. A completed Small Dollar Furniture Purchases Form is required for all furniture purchases that are bought from a vendor other than MCE. Should you have any questions or need assistance please feel free to contact us at 301-405-5334 or via email at pcard@umd.edu
Small Dollar Furniture Purchases

As you know, the University is normally required to purchase office furniture from Maryland Correctional Enterprises, previously called State Use Industries, the State of Maryland Correctional Facility. While this University supports this law, we realize that Maryland Correctional Enterprises (MCE) cannot always meet your furniture needs. Five exceptions are recognized by law for not purchasing from MCE. These are:

1. MCE cannot provide the items within a reasonable time
2. MCE cannot meet reasonable specifications
3. The cost of purchasing from MCE exceeds the budgetary allowance
4. The procurement is an emergency procurement as defined by law (note that the law defines an emergency procurement as those items necessary to avoid or to mitigate serious damage to public health, safety and welfare)
5. The item is not included in the master list of items available from MCE.

Previously, when purchasing furniture from a vendor other than MCE, campus was required to submit a long-form requisition to Procurement with a written justification as to why MCE could not meet the department’s needs. We would review the justification and document which of the above exceptions applied. The purchase was made, the file documented and the furniture was delivered, hopefully! We have good news! We now offer campus the flexibility to purchase office furniture from vendors other than MCE using the UM purchasing card within your single purchase limit. Each instance must be justified and documented. As with all other delegated purchases, stringing or splitting orders to avoid your single purchase limit is prohibited. You may use your UM purchasing to make furniture purchases from MCE as well as vendors other than MCE as long as you complete the following steps:

1. Determine if the furniture item needed is listed in the MCE catalog. If you don’t have a MCE catalog, contact Kathy Barrett at (301) 405-5826 to request one.
2. Contact the University’s MCE representative, Denise Makell, at (410) 540-5463 for a price and delivery quote.
3. Place the order with MCE unless one of the above five exceptions apply.
4. Should one of the exceptions apply, we encourage you to contact one of the State certified minority vendors listed on the next page for a quote. A non-minority vendor may be used when a minority vendor cannot meet your needs. Once the vendor has been identified, place the order using the purchasing card.
5. Document, in writing, the reason MCE could not meet your needs (citing one of the above exceptions in the justification). Be sure to completely document the reason, do not simply state that MCE could not meet your timeframe but state the required delivery date and necessity for delivery on or before that date, and the person and date you contacted at MCE.
6. Include the written documentation (form is attached for your convenience) with your purchasing card transaction log.

We hope this will make things easier for you but remember that you are expected to document your file appropriately. We will be reviewing this documentation during our assistance visits. All purchases exceeding $5,000 are to be forwarded to Procurement on a requisition form. We will be happy to handle your small dollar furniture needs should you prefer not to make such purchases on your own. If you have any questions, please contact Marty Newman at (301) 405-5834 or menewman@purchase.umd.edu.

October 2005
MINORITY FURNITURE VENDORS

Charles County Office Furniture (SES Code: 35)
11721 Bad Dog Alley
Waldorf, MD 20601
Phone: 301-843-0002
Fax: 301-645-2311
Contact: Cookie
FEI #521559925

Columbia Business Furniture
4473 Forbes Boulevard
Lanham, MD 20706
Phone: 301-459-2024
Fax: 301-459-9722
Contact: Kelly Harkins-Trundle

Interior Furnishings Group (SES Code: 15)
7910 Inverness Ridge Road
Potomac, MD 20854
Phone: 301-983-4777
Fax: (301) 299-4957
Contact: Sandra Feldman

Single Source, Inc., (SES Code: 32)
15200 Shady Grove Road
Rockville, MD 20850
Phone: 301-961-1661
Fax: 301-961-2055
Contact: Frank Isolato/Francine Isolato
FEI #521549047

Steel Office Interiors, Inc. (SES Code: 35)
4857 Walden Lane
Lanham, MD 20706
Phone: 301-731-6000
Fax: 301-731-8405
Contact: Gayle Hill
FEI #521913035

October 2005
Potential Business for Maryland Correctional Enterprises
I understand that the University is normally required to purchase office furniture from Maryland Correctional Enterprises (MCE), the State of Maryland Correctional Facility. Due to the circumstances identified below, we have determined that MCE cannot meet the need to provide the following office furniture:

Description of purchase:
I need open hanging on shelf panels 48' Wide in Black

I contacted Elizabeth Smith of MCE via phone on 7/10/08 to determine compatibility, current price and availability.

Maryland Correctional Enterprises cannot meet our requirements for a small dollar office furniture purchase for one of the following reasons:

1. MCE cannot provide the items within a reasonable time
2. MCE cannot meet reasonable specifications
3. The cost of purchasing from MCE exceeds the budgetary allowance
4. The procurement is an emergency procurement as defined by law (note that the law defines an emergency procurement as those items necessary to avoid or to mitigate serious damage to public health, safety and welfare)
5. The item is not included in the master list of items available from MCE.

Documentation (particulars) of why MCE could not meet need:
2. MCE did not the item that we need for the office. They had hanging shelving panels but they did not have them in the size or color that our office needed.

[Signature]
(Cardholder’s Name)  7/10/08  (Date)
(Cardholder's Signature)

October 2005
**Invoice**

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/20/2007</td>
<td>13511</td>
</tr>
</tbody>
</table>

**Bill To**
Campus Recreation Services  
University of Maryland  
1115 Campus Recreation Drive  
College Park, MD 20742

**Ship To**
Campus Recreation Services  
University of Maryland  
1115 Campus Recreation Drive  
College Park, MD 20742

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>Terms</th>
<th>Rep</th>
<th>Ship Date</th>
<th>FEDERAL ID</th>
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<tr>
<td>Visa</td>
<td>Net 30</td>
<td>Cooki</td>
<td>7/17/2007</td>
<td>52-1559925</td>
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</table>

<table>
<thead>
<tr>
<th>Qua...</th>
<th>Item Code</th>
<th>Description</th>
<th>Price Each</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>JAL US-48-PL</td>
<td>SPECIAL ORDER Maxon Open Hang On Shelf for Panels, 48&quot; Wide; Black</td>
<td>165.00</td>
<td>330.00</td>
</tr>
</tbody>
</table>

**PAID**  
PAID 7/20/07  
VISA AP 0872  
REF 0004  
Tax Exempt

Total: $330.00

---

**Phone #** | **Fax #** | **E-mail**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>301-843-0002</td>
<td>301-645-2311</td>
<td><a href="mailto:ccof@yahoo.com">ccof@yahoo.com</a></td>
</tr>
</tbody>
</table>

Charles County Office Furniture  
11721 Bad Dog Alley  
Waldorf, MD 20601
FOR YOUR INFORMATION

To: John Doe  UMCP - Campus Recreation Services
Fax number: 1-301-226-4455

From: Charles County Office Furniture
Fax number: 301-645-2311

Date & Time: 7/20/2007 11:18:59 AM
Pages sent: 2

Re:

Thank you for your order!
<table>
<thead>
<tr>
<th>CNTY/CLASS</th>
<th>DEPARTMENT</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice # 13511</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DATE**: 07/20/07  
**AUTHORIZATION**: 08-2253  
**SUB TOTAL**:  
**TAX**:  
**TOTAL**: 330.00

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL, together with any other charges due thereon, subject to and in accordance with the agreement governing the use of such card.

**SIGN HERE**: 

X Telephone
Sample List of Attendees

All food purchases must include a list of attendees and the purpose of the function. Should you have any questions or need assistance please feel free to contact us at 301-405-5334 or via email at pcard@umd.edu
Giant #316  
Greenbelt, MD  
301-982-5482  
www.giantfood.com  

Welcome I'm Barbara  4:41pm  7/20/07  
Trenton 20997 Terminal  7 Cashier 00103  

Customer Number  

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<tr>
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<th>Unit Price</th>
<th>Quantity</th>
<th>Total Price</th>
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<td>6.36</td>
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<tr>
<td>Diet Pepsi Max</td>
<td>4.79</td>
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<td>Dr Pepper 12PK12Z</td>
<td>4.79</td>
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<td>FL Doritos Nacho</td>
<td>4.49</td>
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<tr>
<td>BonusCard Savings</td>
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<td></td>
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<tr>
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<td>-0.50</td>
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<td></td>
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<tr>
<td>FL Doritos Nacho</td>
<td>4.49</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BonusCard Savings</td>
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<tr>
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<tr>
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<tr>
<td>Mt Dew 12 PK Can</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mug Rteer 12PK</td>
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<td>Pepsi 12.12Z Can</td>
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<tr>
<td>Produce</td>
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</tr>
<tr>
<td>Tomato On Vine</td>
<td>8.24</td>
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</table>

Total before savings $126.46  
Your Total Savings $11.14  
Total after savings $115.32  
Tax exempt order  
Tax 1 Exempt $2.03  
Tax tot Exempt $2.03  
Total $115.32  
Credit $115.32  
Change $0.00  

Total number of items sold = 29  

Your Savings Summary  
BonusCard Savings $3.14  
Manufacturer's Coupons 4 $8.00  
Your Total Savings $11.14  

Year-to-date Savings $11.14
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<td>NATURE VALLEY</td>
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<td>055023265</td>
<td>MASTERFOODS</td>
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</tr>
<tr>
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<td>STARBURST</td>
<td>2</td>
<td>6.49</td>
</tr>
<tr>
<td>055020623</td>
<td>HERSHEY MINI</td>
<td>1</td>
<td>9.29</td>
</tr>
<tr>
<td>055021544</td>
<td>JOLLY RANCHR</td>
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<td>14.98</td>
</tr>
<tr>
<td>055021389</td>
<td>KITKAT REESE</td>
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<tr>
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<td>FUN SIZE</td>
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<td>6.99</td>
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<td>TWIZZLERS</td>
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<td>7.49</td>
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<td>055021306</td>
<td>NUGGETS</td>
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<td>14.98</td>
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**SUBTOTAL:** 231.93

**TAX EXEMPT SAL:** 0.00

**TOTAL:** 231.93

**VISA CHARGE:** 231.93

RECEIPT ID: 2-7234-1295-0085-1800-6
VCD: 751-256-535 Tm***

INDICATES SALE PRICE
CRS Summer Staff Appreciation Picnic

Your complete invitation is viewable for 30 days after the event. View Evite Details  Add Event Photos

Host:  John Doe
Location: ERC
1115 Eppley Recreation Center, College Park, MD
View Map  Find a Hotel
When: Friday, August 24, 12:00 PM
Phone: 301-226-4410

HEY CRS summer staff!

Summer is almost over and it's time to get back honor of your hard work and dedication to CRS like to invite YOU to an appreciation picnic.

ONLY CRS SUMMER STAFF are allowed to be present and those not on the list will not be.

Please come out and have some food and relax fellow CRS Staff. Hope to see you there!

---

Who's Coming?

63  16  21  110

As of September 5, 2007, 9:29 am.
Because of the large number of invitees – the responses have been condensed (Use the links to expand any section)

YES (63)

John (The Organizer)  (8/23)
MILL (8/23)
njones (8/23)
kdoyle (8/23)
kjacks (8/22)
marty (08/22)
wendy (08/22)
jones3 (08/22)
lily (08/22)
leah (08/22)
stacie (08/22)
I'll be there!
matt (08/22)
Mike, I hear you wanna set up a carpool, I am so in.
helton (08/22)
singley (08/22)
virginia (08/22)
tedl (08/22)
kevin (08/22)
ors (08/22)
jlme (08/22)
jea (08/21)
kham (08/21)
reese (08/21)
mike (08/21)
Who else clicked the carpool box just for kicks?
rdn (08/21)
tka (08/21)
tiarra (08/21)
lhart (08/21)
dolce (08/20)
michael (08/20)
ALICIA (08/20)
cand (08/20)
perl (08/20)
lp (08/20)
See you there.
mtha (08/20)
tuka (08/19)
karen (08/19)
kclil (08/19)
cmlz (08/19)
mary (08/19)
r (08/18)
I'm working from 2-5 so I'll swing by
steve (08/18)
grace (08/18)
kmc (08/18)
mfrb (08/18)
<table>
<thead>
<tr>
<th>Name</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>jfig</td>
<td>(08/18)</td>
</tr>
<tr>
<td>len</td>
<td>(08/18)</td>
</tr>
<tr>
<td>Carrie</td>
<td>(08/18)</td>
</tr>
<tr>
<td>I'll be grillin'</td>
<td></td>
</tr>
<tr>
<td>lmath</td>
<td>(08/18)</td>
</tr>
<tr>
<td>will</td>
<td>(08/18)</td>
</tr>
<tr>
<td>ill be working so ill def be there</td>
<td></td>
</tr>
<tr>
<td>lmo</td>
<td>(08/18)</td>
</tr>
<tr>
<td>pocket</td>
<td>(08/18)</td>
</tr>
<tr>
<td>I'll be there!</td>
<td></td>
</tr>
</tbody>
</table>

1-50 of 82 < Previous | Next >

MAYBE (16)

View These Responses (16 Responses)

NO (21)

View These Responses (21 Responses)

NOT YET REPLIED (110)

View These Responses (110 Responses)

- Invited by a Guest (click to view)
that was easy.

Low prices. Every item. Every day. 110% Price-Match. Guaranteed.
8904 62nd Avenue
BERWYN HEIGHTS, MD 20740
(301) 474-0810

SALE 216913 1 001 54435
0226 07/20/07 04:51

$5,000 SHOPPING SPREE AT STAPLES!
ENTER TO WIN!

We care about what you think!
Take a short survey and be entered
into a monthly drawing. Just log on to
www.staples-survey.com
or call 1-800-890-7305

Your survey code: 0100 6995 0308 9104

***Tome nuestra encuesta en español en
la página del Internet o por teléfono.
Consiga las reglas en la tienda.***

See store for rules.

QTY SKU OUR PRICE

6 NAME BDG RED BORDE
072782051433 4.390ea 26.34N

SUBTOTAL 26.34

Tax Exempt, Number 4084737693

TOTAL $28.34

Visa

Card No.: XXXXXXXXXXXX <S>
Auth No.: 036256

TOTAL ITEMS 6

Compare and Save
with Staples-brand products.

THANK YOU FOR SHOPPING AT STAPLES!

Shop online at www.staples.com

Staples Rewards customers
get 10% back in rewards
on all shredders from August 1 - 31
Sample Contract

All Purchases that involve signing an agreement, license, or contract are required to be sent to Procurement for review. Should you have any questions about the signing of an agreement, license, or contract please contact us at 301-405-5834 or via email at pcard@umd.edu
<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
<th>DUE DATE</th>
<th>REP</th>
<th>SHIP DATE</th>
<th>SALES</th>
</tr>
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<tr>
<td></td>
<td></td>
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<td>JWH</td>
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</tr>
<tr>
<td>QTY</td>
<td>ITEM CODE</td>
<td>DESCRIPTION</td>
<td>UNIT PRICE</td>
<td>AMOUNT</td>
<td>Tax</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>REAR SEATS GAS</td>
<td>275.00</td>
<td>1,100.00</td>
<td>N</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>1 GOLF CAR WITH A BOX</td>
<td>275.00</td>
<td>275.00</td>
<td>N</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>LIABILITY INSURANCE</td>
<td>75.00</td>
<td>75.00</td>
<td>N</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>DELIVERY AUG 27</td>
<td>200.00</td>
<td>200.00</td>
<td>N</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>PICKUP SEPT 3</td>
<td>200.00</td>
<td>200.00</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A $200.00 REFUNABLE SEC DEP IS REQ PER CAR $500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sales Tax</td>
<td>5.00%</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 1,850.00

TERMS: FINANCE CHARGE OF 1.5% PER MONTH IS ASSESSED ON BALANCES OVER 30 DAYS UNTIL PAID IN FULL.
CORPORATE LEASE/INDIVIDUAL LEASE

THIS Golf Car Lease Agreement, made and entered into this 20 day of July, 2007 by and between Virginia Golf Cars, Inc., Harrisonburg Rockingham, Virginia,

(Name) UNIVERSITY OF MARYLAND (C/O)
(Address) 115 EPPELY REC GTR
(City) COLLEGE PARK (State) MD , (Zip)
(Phone) 301-296-6000 (Fax)

WHEREAS, the Lessor is the sole owner of the following equipment hereinafter referred to as “Golf Cars” and
WHEREAS, the Lessee desires to reserve and lease the above referenced Golf Cars for the purpose of conducting the business of Lessee.

NOW THEREFORE, for and in consideration of the premise and the mutual covenants contained herein, the parties hereby agree as follows:

WHEREAS, Lessee desires to lease 4 Golf Car(s) from Lessor for use during special events.

1. DURATION OF CONTRACT: This agreement shall commence from the above listed date 2007 (or) through the time that the units are picked up.

Cars to be delivered on or before July 20
Cars to be used from July 20 - Sept 3
Cars to be picked up on or after Sept 3

2. PAYMENT: Lessee agrees to pay to Lessor as follows:

| Plain (Gas/Electric) golf cars x days/wk/month x $275.00 | per day/wk/mth |
| Box (Gas/Electric) golf cars x days/wk/month x $275.00 | per day/wk/mth |
| Rear (Gas/Electric) golf cars x days/wk/month x $275.00 | per day/wk/mth |
| Specialty cars x days/wk/month x $275.00 | per day/wk/mth |

Delivery date: July 20 and cost $200.00 Pick/up date Sept 3 Cost 200.00

3. DEPOSIT (REFUNDABLE) Security/Damage deposit $800.00 per

TOTAL amount due before delivery $1,600.00 (Check/Credit Card) Cancellations less than 7 days prior to the rental date will be charged 100% of the total rental as a cancellation fee.

Harrisonburg, VA • (540) 433-7881 • (888) 853-7746 • Fax: (540) 433-1057
Richmond, VA • (804) 230-0585 • (888) 533-2278 • Fax: (804) 230-0588
info@vagolfcars.com • www.vagolfcars.com
SALES • RENTALS • PARTS • SERVICE • ALL MAKES
4. RISK OF LOSS: Delivery of the golf cars constitutes a transfer of all risk of loss to Lessee for all damages to the golf cars. Use of the golf cars by the Lessee, shall be at the sole risk of the Lessee.

5. LESSEE'S RESPONSIBILITIES: Lessee hereby agrees to the following:
A. The Lessee has the responsibility of instructing all users on safe operation.
B. The Lessee agrees that all drivers are at least 16 years of age or older with a valid drivers license.
C. The Lessee assumes responsibility for the safe housing of the units.
D. The Lessee will perform normal maintenance including oil, gas, battery care, or tire repair.
E. If keys are lost for the golf cars a charge of $5.00 per missing key will be made to the Lessee.
F. There will be no tape or stickers used on said golf cars. A labor and paint charge of $15.00 to remove any tape, stickers or sign placed on the cars. The charge will be per sticker or sign.
G. Lessee shall be responsible for having all cars in ONE location and in order when the driver comes for a pickup. Additional charges will be invoiced for the driver's time.
H. No alterations or enhancements to the golf car(s) shall be made by any person other than VGC personnel. If any unauthorized changes are made there will be a $50.00 charge per occurrence per car.

6. LESSOR'S RESPONSIBILITIES: If a car fails to operate, it is the Lessees responsibility to notify the Lessor at the time of the failure and Lessor will repair or replace golf car or cease rental fee at time of notification for that particular car.

7. INSURANCE: Lessee shall be responsible for any loss or damage to said golf cars as a result of theft, vandalism, fire or any other type of damage while said golf cars are in the possession and control of the Lessee. Lessee shall provide proof of public liability insurance in the event of injury or death of one or more persons in anyone accident, and proof of property damage insurance; said insurance is to be procured from a recognized liability insurance company and a certified copy of the same shall be furnished to the Lessor. This certificate shall name Virginia Golf Cars, Inc. 4445 Early Road, Harrisonburg, VA 22801 as Additional Insured and/or Certificate Holder. This Certificate must also state that the coverage is for GOLF CAR(S) and the location to which the car(s) are being used. In the event of an accident involving property covered under this agreement, the Lessee agrees to promptly obtain a statement of facts and circumstances involving said information that the Lessor shall also be unable to obtain said information. This insurance shall be primary insurance and any other insurance covering the Lessor shall be a secondary and excess of the policy.

8. INDEMNIFICATION: To the fullest extent permitted by law, the Lessee shall indemnify and hold harmless the Lessor, agents and employees of any of them from and against claims, losses, and expenses including but not limited to attorney's fees, arising out of or resulting from performance of the golf cars under this Lease, provided that any such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

9. COST AND COUNSEL FEES: Lessee shall pay and indemnify Lessor against all legal costs and charges incurred by Lessor including counsel fees lawfully and reasonably incurred, in obtaining possession of the leased cars after a default of Lessee or after Lessee's default in surrendering possession upon the expiration or earlier termination of the term of the lease or enforcing any covenant of Lessee herein contained.

10. JURISDICTION AND VENUE: This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. The parties agree that jurisdiction and venue for all claims and disputes regarding this Agreement shall be Rockingham County, Virginia, College Park, Maryland.

11. ENTIRE AGREEMENT: The written lease agreement represents all the parties' full and complete understanding: there are no other agreements, either written or oral. This agreement may be modified or altered only by a writing signed by both parties. This agreement is binding upon the parties, their successors and assigns.

The University is self-insured pursuant to Annotated Code of Maryland, State Finance and Procurement Article, Title 9 (2004) as amended from time to time. The University will be responsible for its own negligence in accordance with the Maryland Tort Claims Act.

Filename: Lease Document
Implemented 7/26/2007
12. CONDITION OF EQUIPMENT: Lessee acknowledges that the Equipment has been examined by Lessee, and that the Equipment is being received in good physical and mechanical condition. Lessee shall be responsible for all loss or damages of said cars as the result of accident, negligence or improper use of said cars by Lessee.

13. CANCELLATIONS: This agreement must be received by Virginia Golf Cars, Inc. no later than August 3, 2007 in order to allow ample time for preparation and delivery of vehicles. There will be NO cancellation by Lessee after the paperwork is received in Lessors office.

Due to the demand of the units on certain dates, Virginia Golf Cars, Inc. may change this policy per written notice. Company policy is to charge for a rental day(s) regardless of weather conditions or whether or not cars were used (rain or shine).

Make/Model Taken:
1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  

Serial Number  
Serial Number  
Serial Number  
Serial Number  
Serial Number  
Serial Number  
Serial Number  
Serial Number  
Serial Number  

LESSEE:

University of Maryland

By: Tammy Uziel

Title: Buyer

Print Name: Tammy Uziel

FAX#: 301-314-9308

Date: 7-31-07

LESSOR: Virginia Golf Cars, Inc.

By: 

Title:
Date: Monday, August 25, 2008 4:39 PM
From: "John Doe" <jdoe@umd.edu>
To: <mholt@umd.edu>
Subject: Golf Carts

Req#914 for Golf Carts paid for with my VISA
Thanks
John Doe
Department of Resident Life

Budget & Accounting Internal Receiving Report

This Receiving Report must be completed for the following Purchase Request. Once you have received all goods or services, please complete the form and return it to B & A 2100 Annapolis.

Please return any invoices you may have for this Purchase Request. B & A will forward all invoices to Accounts Payable for prompt payment.

Thank you in advance for your cooperation.

<table>
<thead>
<tr>
<th>Date</th>
<th>Req #</th>
<th>PO#</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/6</td>
<td>91487</td>
<td>L134430</td>
<td>Virginia Golf Carts</td>
<td>Golf Carts</td>
<td>1,850.00</td>
</tr>
</tbody>
</table>

VISA Cardholder's name: [Signature]

Printer: AN-PO-PA1 (Olaff Garrett)

Diners Cardholders Name: [Signature]

Date: 7/20/07

Received by: [Signature]

GRAND TOTAL ACCT 89: $1,850.00
UNIVERSITY OF MARYLAND, COLLEGE PARK
SMALL PROCUREMENT ORDER
THIS ORDER NOT VALID IF TOTAL COST EXCEEDS $5,000.

TO: FEI# B5016003710
VIRGINIA GOLF CARS INC
4445 EARLY ROAD
ATTN: CHAD
HARRISONBURG, VA 22801

(540) 433-7881

SHIP TO:
1115 Eppley Rec Ctr
College Park Md,20770

NOTE: THE UNIVERSITY OF MARYLAND IS EXEMPT FROM THE FOLLOWING TAXES:
STATE OF MARYLAND SALES TAX CERTIFICATE NO. 30022563
MANUFACTURER'S FEDERAL EXCISE TAX REGISTRATION NO. 52730123X
DISTRICT OF COLUMBIA TAX EXEMPT NO. 97411-001

SEND INVOICE TO:
Accounts Payable Department:
3101 Chesapeake Bldg
University of Maryland
College Park, MD 20742-3142
Phone: (301) 405-2640
Fax: (301) 405-7544

INCLUDE ON ALL INVOICES:
SM Order Number
FEI Number or Social Security Number

USING DEPT.
: Resident Life
PHONE NO.
(301) 314-3030
CONTACT PERSON

ORDER DATE TERMS POB DESTINATION PICK-UP (VENDOR'S FACILITY) SHIPPING POINT
7/2007 NET 30 DESTINATION PICK-UP (VENDOR'S FACILITY) SHIPPING POINT

SHIP VIA
○ UPS ○ VENDOR'S TRUCK ○ U.S. MAIL ○ OTHER

DELIVER ON OR BEFORE 8/6/2008

REQ NO.
91487
FISCAL YR.
2008
UMCP DEPT.
9815
ZIP NO.

CAMPUS ROUTING
008 1111
BLDG. NO.
ROOM NO.

DESCRIPTION OF GOODS OR SERVICES
Golf Carts

QUANTITY
1.00

UNIT OF

PRICE
1850.00

AMOUNT
1850.00

FRS ACCOUNT
-39

TOTAL AMOUNT
1850.0

AUTHORIZED SIGNATURE:

GOODS OR SERVICES RECEIVED BY: ____________________________
Signature and Date

UNIVERSITY OF MARYLAND, COLLEGE PARK

THIS ORDER NOT VALID IF TOTAL COST EXCEEDS $5,000.
Include SM Order No. on all Invoices & Shipments.