

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
ONE CENTRE STREET, MUNICIPAL BUILDING, ROOM 2002S,
NEW YORK, NEW YORK 10007
FAX #669-3640

**Bureau of Space
Design**

Facsimile

TO: Walter Kleems Fax # 212-732-5190
 From: Glenn PYMENTO Fax #'s 669-3640 or 669-4107
 No. of Pages: 2 Date: 10/20/98
 Re: _____ CCI: _____
☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐

• Comments:

Walter, this is the computer package.
glenn

prof/fax/lbt

TRANSMISSION REPORT

THIS DOCUMENT (REDUCED SAMPLE ABOVE)
WAS SENT

**** COUNT ****
2

*** SEND ***

NO	REMOTE STATION I. D.	START TIME	DURATION	#PAGES	COMMENT
1	97325190	4-43-:7 0:34	1'27"	2	

TOTAL 0:01'27" 2

OLIVETTI FX 2100

ITEM NO.	DESCRIPTION (FOR DESCRIPTION CONTINUATION USE ACECF 200A)
1	IBM VIA VOICE EXECUTIVE (IBM VIAVOICEX-C)
2	PRINT SCREEN DELUX (JEBPRINTSCRN3)
3	MICROPHONE - ANDREA (ANC200-9)
NOTE TO VENDOR: PLEASE CALL RAFAEL SOTO AT (202) 452-1212 for pick up OF THE ABOVE LISTED ITEMS. -- DO NOT SHIP. FOR: SURESH PATEL, ROOM #2002-SOUTH FIU #207	

COMMENTS: *To Richard 8/21/98*

Prepare.

Immediately after receipt of goods, the employee receiving them shall prepare Dept. of Form 23853 if reporting a partial delivery or the No. 7 copy of the purchase order if reporting a full delivery. This report shall be forwarded within 24 hrs. to the Invoicing Location, so that a voucher for goods may be prepared. In no case shall submission of receiving reports be delayed pending inspection of the goods by the inspector.

DELIVERIES: The following information **MUST APPEAR ON** the Purchase Order No., Shipping Instruction No. (if any), Invoice, and Packing Slip. A packing Slip must accompany each delivery. Unless otherwise specified in the order, prices include DELIVERY, INSIDE AND ASSEMBLED.