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8-6-1969

### Department Requisition: Remington Rand Office Systems

Business Office, Fort Hays Kansas State College

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# DEPARTMENT REQUISITION

REQUISITION NO. 70-133

DATE August 6, 1969

DEPARTMENT Forsyth Library

PR			GROUP		ORDER		
Fund	F	Agency	Act.	Enc. Doc. No.	Contract No.	Act.	Object
Vendor Name and Address							
Remington Rand Office Systems							
Division of Sperry Rand Corporation							
1901 Baltimore Avenue							
Kansas City, Missouri 66108							

I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this department.

Authorized Signature

Item #

Item #	Quantity Requested	Catalogue No.	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
				Unit Price	Amount
			Request for shelving - must match and intermember existing shelving now used in Forsyth Library.		
			Steel finish to be #23 Fawn Beige. Adjustable shelves to be standard (not hinged bracket type.)		
1	1	12409	12' range Steel Bookstack, 20" X 42". Each unit furnished with closed 20" base shelf and two #1209 - 10" adjustable shelves. Continuous HPL canopy top also required (in two 6' lengths). Furnish also two Steel End Panels 20" X 42" with label holders. <i>Rem. - Rand #12409</i>		
			NOTE: Canopy tops to be edge bound as required with backing sheet on bottom. Core to be 3/4" plywood. Pattern to be TT-9542-T. Gunstock Walnut.		
2	1	12909	18' range Steel Bookstack, frames only, 20" X 90", with closed 20" base shelf.		
3	1	12911	18' range Steel Bookstack, frames only, 24" X 90", with closed 24" base shelf.		
4	1	12911.2	18' range Steel Bookstack, 24" X 90" with closed 24" base shelf and twelve 10" adjustable shelves per unit.		
5	2	09290	Steel End Panels 20" X 90" for Item #2		
6	4	11290	Steel End Panels 24" X 90" for Items 3 and 4		
			Total for the above - delivered only.		\$1,457.25

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE



TO: Mr. Marc T. Campbell  
Chairman, Division of Library Science  
Fort Hays Kansas State College  
Hays, Kansas-67601

Date 08/01/69

In reply refer to  
Quotation No.

Page 1

Gentlemen: We propose to furnish the material specified below at the prices quoted and under the conditions stated below and on the reverse side hereof.

Required by \_\_\_\_\_ Dept. \_\_\_\_\_ Approved by \_\_\_\_\_

Item	Quantity	Size or Catalog No.	Description	Unit	Per	Price
1	1	12409	Per our telephone conversation this date we quote as follows:  12' range Steel Bookstack, 20"x42". Each unit furnished with closed 20" base shelf and two #1209 - 10" adjustable shelves. Continuous HPL canopy top also required (in two 6' lengths). Furnish also two Steel End Panels 20"x42" with label holders.  NOTE: Canopy tops to be edge bound as required with backing sheet on bottom. Core to be 3/4" plywood. Pattern to be TT-9542-T, Gunstock Walnut.			
2	1	12909	18' range Steel Bookstack, frames only, -- 20"x90", with closed 20" base shelf.			
3	1	12911	18' range Steel Bookstack, frames only, -- 24"x90", with closed 24" base shelf.			
4	1	12911.2	18' range Steel Bookstack, 24" x 90" with closed 24" base shelf and twelve 10" adjustable shelves per unit.			

Terms:-NET CASH F. O. B. \_\_\_\_\_ Transportation or Delivery Via \_\_\_\_\_

Subject to our credit department approval, this quotation is made for immediate acceptance and is subject to change without notice. If based on specially printed forms, it presupposes your acceptance of overruns or underruns not exceeding 10% of This quotation is being submitted in duplicate for your convenience. To order the items listed, merely sign and return one copy signifying your acceptance.

quantity ordered. Deliveries are subject to delays from fire, strikes, other causes beyond our control. We reserve the right to correct clerical errors. Orders resulting from this quotation are subject to the conditions printed on the reverse side of this sheet. Very truly yours,

REMINGTON RAND OFFICE SYSTEMS  
DIVISION OF SPERRY RAND CORPORATION

By \_\_\_\_\_

Accepted by \_\_\_\_\_

Office \_\_\_\_\_

Date \_\_\_\_\_

Telephone: \_\_\_\_\_

Use our Research Data Files for any desired information on other profit producing business methods and equipment.

TO: Mr. Marc T. Campbell  
Chairman, Division of Library Science  
Fort Hays Kansas State College  
Hays, Kansas-67601

Date 08/01/69

In reply refer to  
Quotation No.

Page 2

Gentlemen: We propose to furnish the material specified below at the prices quoted and under the conditions stated below and on the reverse side hereof.

Required by \_\_\_\_\_ Dept. \_\_\_\_\_ Approved by \_\_\_\_\_

Item	Quantity	Size or Catalog No.	Description	Unit	Per	Price
5	2	09290	Steel End Panels 20"x90" for Item 2.			
	4	11290	Steel End Panels 24"x90" for Items 3 and 4.			
			Total for the above - delivered only .  Steel finish to be #23 Fawn Beige. Adjustable shelves to be standard (not hinged bracket type.)			\$1,457.25

Terms:-NET CASH F. O. B. Delivered Only Transportation or Delivery Via Best Way

Subject to our credit department approval, this quotation is made for immediate acceptance and is subject to change without notice. If based on specially printed forms, it presupposes your acceptance of overruns or underruns not exceeding 10% of This quotation is being submitted in duplicate for your convenience. To order the items listed, merely sign and return one copy signifying your acceptance.

quantity ordered. Deliveries are subject to delays from fire, strikes, other causes beyond our control. We reserve the right to correct clerical errors. Orders resulting from this quotation are subject to the conditions printed on the reverse side of this sheet. Very truly yours,

REMINGTON RAND OFFICE SYSTEMS  
DIVISION OF SPERRY RAND CORPORATION

By Charles King  
Charles King  
Office 1901 Baltimore  
Telephone HA 1-4720

Accepted by \_\_\_\_\_

Date \_\_\_\_\_



## CONDITIONS

1. Orders accepted are subject to the conditions set forth hereon, and no agreement or other understanding in any way modifying these conditions shall be binding upon the Seller unless made in writing, and accepted over the signature of an authorized executive of the Seller.

2. If any sales, excise, occupation, or use tax is applicable to this transaction, the amount of such tax will be added to the price herein stated.

3. Every effort will be made to effect shipment within the time stated on the acknowledgement, but the Seller assumes no liability for delay due to causes beyond his control.

4. Orders for specially constructed items or special printed forms, may be cancelled by the Purchaser by written notice to the Seller on the following basis:

- (a) All goods completed at date of receipt of notice of cancellation to be shipped and billed at the full sale price.
- (b) All goods within 30 days of completion on the date of receipt of notice of cancellation to be completed, shipped, and billed at the full sale price.
- (c) On goods, which cannot be completed within 30 days after receipt of such notice, all work will be stopped as soon as possible and the incomplete goods will be billed at a fraction of the sale price proportional to the state of completion, and held for the account of the Purchaser by the Seller for disposition upon receipt of written instructions from the buyer.

5. The Purchaser and Seller mutually agree that the agreement growing out of this transaction, regardless of the place of its physical execution, shall be treated as though executed within the State of New York and be interpreted within the purview of the laws and statutes of the State of New York and the United States of America.

**REMINGTON RAND OFFICE SYSTEMS  
DIVISION OF SPERRY RAND CORPORATION**

TO: Mr. Marc T. Campbell  
Chairman, Division of Library Science  
Fort Hays Kansas State College  
Hays, Kansas-67601

Date 08/01/69

In reply refer to  
Quotation No.

Page 1

Gentlemen: We propose to furnish the material specified below at the prices quoted and under the conditions stated below and on the reverse side hereof.

Required by \_\_\_\_\_ Dept. \_\_\_\_\_ Approved by \_\_\_\_\_

Item	Quantity	Size or Catalog No.	Description	Unit	Per	Price
			Per our telephone conversation this date we quote as follows:			
1	1	12409	12' range Steel Bookstack, 20"x42". Each unit furnished with closed 20" base shelf and two #1209 - 10" adjustable shelves. Continuous HPL canopy top also required (in two 6' lengths). Furnish also two Steel End Panels 20"x42" with label holders.			
			NOTE: Canopy tops to be edge bound as required with backing sheet on bottom. Core to be 3/4" plywood. Pattern to be TT-9542-T, Gunstock Walnut.			
2	1	12909	18' range Steel Bookstack, frames only, -- 20"x90", with closed 20" base shelf.			
3	1	12911	18' range Steel Bookstack, frames only, -- 24"x90", with closed 24" base shelf.			
4	1	12911.2	18' range Steel Bookstack, 24" x 90" with closed 24" base shelf and twelve 10" adjustable shelves per unit.			

Terms:-NET CASH F. O. B.

Transportation  
or Delivery Via \_\_\_\_\_

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quantity ordered. Deliveries are subject to delays from fire, strikes, other causes beyond our control. We reserve the right to correct clerical errors. Orders resulting from this quotation are subject to the conditions printed on the reverse side of this sheet. Very truly yours,

REMINGTON RAND OFFICE SYSTEMS  
DIVISION OF SPERRY RAND CORPORATION

By \_\_\_\_\_

Accepted by \_\_\_\_\_

Office \_\_\_\_\_

Date \_\_\_\_\_

Telephone: \_\_\_\_\_

Use our Research Data Files for any desired information on other profit producing business methods and equipment.



TO: Mr. Marc T. Campbell  
Chairman, Division of Library Science  
Fort Hays Kansas State College  
Hays, Kansas-67601

Date 08/01/69

In reply refer to  
Quotation No.

Page 2

Gentlemen: We propose to furnish the material specified below at the prices quoted and under the conditions stated below and on the reverse side hereof.

Required by \_\_\_\_\_ Dept. \_\_\_\_\_ Approved by \_\_\_\_\_

Item	Quantity	Size or Catalog No.	Description	Unit	Per	Price
5	2	09290	Steel End Panels 20"x90" for Item 2.			
	4	11290	Steel End Panels 24"x90" for Items 3 and 4.			
			Total for the above - delivered only .			\$1,457.25
			Steel finish to be #23 Fawn Beige. Adjustable shelves to be standard (not hinged bracket type.)			

Terms:-NET CASH F. O. B. Delivered Only

Transportation or Delivery Via Best Way

Subject to our credit department approval, this quotation is made for immediate acceptance and is subject to change without notice. If based on specially printed forms, it presupposes your acceptance of overruns or underruns not exceeding 10% of

This quotation is being submitted in duplicate for your convenience. To order the items listed, merely sign and return one copy signifying your acceptance.

quantity ordered. Deliveries are subject to delays from fire, strikes, other causes beyond our control. We reserve the right to correct clerical errors. Orders resulting from this quotation are subject to the conditions printed on the reverse side of this sheet. Very truly yours,

REMINGTON RAND OFFICE SYSTEMS  
DIVISION OF SPERRY RAND CORPORATION

By Charles King  
Charles King

Accepted by \_\_\_\_\_

Office 1901 Baltimore

Date \_\_\_\_\_

Telephone HA 1-4720

# PURCHASE REQUISITION

PURCHASE DIV.  
 REFERENCE NO. \_\_\_\_\_

GROUP NO.	DATE WANTED	DATE	FUND	F	AGENCY	ACCOUNT
11		7-8-69	0100	3	246	02
70-133 Jg	REQUISITION NO. 3992	DELIVERY	F. O. B.			

I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this agency. Purchase of the items listed below and/or the encumbrance of necessary funds is requested.

MAIL INVOICE TO: Business Office  
Fort Hays Kansas State College  
Hays, Kansas 67601

SHIP TO: Forsyth Library  
Fort Hays Kansas State College  
Hays, Kansas 67601

AUTHORIZED SIGNATURE \_\_\_\_\_

ITEM NO.	ON HAND	REQUESTED QUANTITY	UNIT	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
					UNIT PRICE	AMOUNT
				Request for shelving -- must match and intermember existing shelving now used in Forsyth Library.		
				Steel finish to be #23 Fawn Beige. Adjustable shelves to be standard (not hinged bracket type.)		
1		1		No. 12409 12' Range Steel Bookstack, 20" x 42". Each unit furnished with closed 20" base shelf and two #1209 - 10" adjustable shelves. Continuous HPL canopy top also required (in two 6' lengths). Furnish also two steel end panels 20" x 42" with label holders. (Canopy tops to be edge bound as required with backing sheet on bottom. Core to be 3/4" plywood. Pattern to be TT-9542-T. Gunstock Walnut.)		
2		1		No. 12909 18' Range Steel Bookstack, frames only, 20" x 90", with closed 20" base shelf.		
3		1		No. 12911 18' Range Steel Bookstack, frames only, 24" x 90" with closed 24" base shelf.		
4		1		No. 12911.2 18' Range Steel Bookstack, 24" x 90" with closed 24" base shelf and twelve 10" adjustable shelves per unit.		
5		2		No. 09290 Steel End Panels 20" x 90" for Item #2		
6		4		No. 11290 Steel End Panels 24" x 90" for Items #3 and #4		
Total for above - delivered only						1,457.25
Suggested Vendor: Remington Rand Office Systems						
Division of Sperry Rand Corporation						
1901 Baltimore Avenue						
Kansas City, Missouri 66108						

## FOR USE OF PURCHASING DIVISION ONLY

Date Received by Purch. Div.	Date Received by Buyer	Date Released by Buyer	Date Ordered Written	Advertised	Posted	Informal	OTHER
PURCHASE ORDER NOS.				APPROVED _____			
				AUTHORIZED SIGNATURE _____			

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE.

