

# NEW TRANSMITTAL FORM

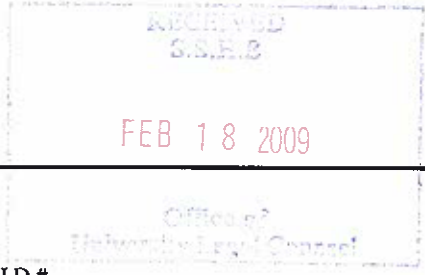
Date: February 12, 2009

SSHE CONTRACTS FOR APPROVAL

TO: University Level Office

FROM: 

Lock Haven University  
State System of Higher Education



The attached contract is submitted for review:

<u>Contract No.</u>	<u>Contractor</u>	<u>SS# or Federal I.D.#</u>
SP#4000016409	Comfort Inn of Lamar	23-3055316

<u>Contract Amount</u>	<u>Effective Date</u> (leave blank)	<u>Termination Date</u>
\$5,000.00		6/30/2010

Check below if signatures are needed:

- James Dillon
- Construction Support

Attach an extra copy of construction contracts between \$250,000 and \$500,000. If preapproved construction contract form, check form number below.

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 71-K-100 | <input type="checkbox"/> 71-K-130 |
| <input type="checkbox"/> 71-K-110 | <input type="checkbox"/> 71-K-140 |
| <input type="checkbox"/> 71-K-120 |                                   |

### DOCUMENTS ATTACHED

- |  |   |
|--|---|
| <input type="checkbox"/> Bidding Information | <input checked="" type="checkbox"/> Contract  |
| <input type="checkbox"/> Certification       | <input checked="" type="checkbox"/> Other <u>Attachment A consisting of (26) pages.</u> |
| <input type="checkbox"/> Sole Source         |   |
| <input type="checkbox"/> Emergency           |   |

**IF ANY OF THE REQUIRED INFORMATION HAS NOT BEEN PROVIDED (e.g. Federal I.D.#, bidding information, signature lines). THE CONTRACT WILL BE RETURNED TO THE UNIVERSITY FOR COMPLETION.**

**EXECUTION DATE ENTERED AND ATTACHMENTS (IF ANY) HAVE BEEN UPLOADED TO SAP**



Hibbler, Kelly

#40000110409

**From:** Hibbler, Kelly  
**Sent:** Wednesday, January 14, 2009 9:29 AM  
**To:** Proctor, Becky  
**Subject:** Contracts for 2009-2010

Hi Beck -

Seeking your approval to put new "blanket" contracts in place for the coming fiscal year with:

Hampton Inn & Suites  
Comfort Inn of Lamar  
Best Western Lock Haven

Each contract is written NOT TO EXCEED \$10,000.00.

Please advise.

Thanks!

Kel

Kelly A. Hibbler  
Purchasing Agent  
Lock Haven University of PA - East Campus  
301 West Church Street, Room J211  
Lock Haven, PA 17745  
(570) 484-2015  
(570) 484-2844 FAX  
khibbler@lhup.edu

For Susan Blesh  
1/14/09 use  
5011/32000  
625300 for Coding.  
(KA)

Hibbler, Kelly

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**From:** Hibbler, Kelly  
**Sent:** Wednesday, January 14, 2009 1:52 PM  
**To:** Proctor, Becky  
**Subject:** RE: Contracts for 2009-2010

OK. Thanks!

We shouldn't have any trouble boosting them if need be.

Kel

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**From:** Proctor, Becky  
**Sent:** Wednesday, January 14, 2009 1:45 PM  
**To:** Hibbler, Kelly; Blesh, Susan L.  
**Subject:** RE: Contracts for 2009-2010

If we can bump them if need be, I say start at \$5,000.00.

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**From:** Hibbler, Kelly  
**Sent:** Wednesday, January 14, 2009 10:42 AM  
**To:** Blesh, Susan L.  
**Cc:** Proctor, Becky  
**Subject:** RE: Contracts for 2009-2010

The issue is...we never know. Maybe this year, instead of writing them for \$10,000.00, we can write them for \$5,000.00. What do you think???

Kel

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**From:** Blesh, Susan L.  
**Sent:** Wednesday, January 14, 2009 10:38 AM  
**To:** Hibbler, Kelly  
**Cc:** Kimball, Julie A; Proctor, Becky  
**Subject:** FW: Contracts for 2009-2010

Are we sure we still need these? I was looking at last years and nothing has been paid on any of them??? I don't want to see you spend the time on them if we don't use them...

Susan L. Blesh  
Budget Analyst  
Lock Haven University  
570-484-2349

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**From:** Blesh, Susan L.  
**Sent:** Wednesday, January 14, 2009 10:35 AM  
**To:** Hibbler, Kelly

**Cc:** Kimball, Julie A; Proctor, Becky  
**Subject:** FW: Contracts for 2009-2010

You may use 5011132000 again.

Thanks!

Susan L. Blesh  
Budget Analyst  
Lock Haven University  
570-484-2349

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**From:** Proctor, Becky  
**Sent:** Wednesday, January 14, 2009 9:56 AM  
**To:** Blesh, Susan L.  
**Subject:** FW: Contracts for 2009-2010

Is this funding source still available for use?

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**From:** Hibbler, Kelly  
**Sent:** Wednesday, January 14, 2009 9:49 AM  
**To:** Proctor, Becky  
**Subject:** RE: Contracts for 2009-2010

5011132000 - a cost center previously provided by Julie to encumber the contract, but then as charges occur, they are charged back individually to the appropriate cost centers.

Kel

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**From:** Proctor, Becky  
**Sent:** Wednesday, January 14, 2009 9:45 AM  
**To:** Hibbler, Kelly  
**Subject:** RE: Contracts for 2009-2010

What is the funding source for these contracts?

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**From:** Hibbler, Kelly  
**Sent:** Wednesday, January 14, 2009 9:29 AM  
**To:** Proctor, Becky  
**Subject:** Contracts for 2009-2010

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**Please advise.**

**Thanks!**

**Kel**

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