

SERVICE PURCHASE CONTRACT

ISSUING OFFICE		CONTRACTOR'S NAME & ADDRESS		SHOW THIS CONTRACT INQUIRY NUMBER ON INVOICE	
Lock Haven University of PA - East Campus Contracts Administration Office Attn: Kelly Hibbler 301 West Church Street, Room J211 Lock Haven, PA. 17745		HAMPTON INN & SUITES LAMAR 24 HOSPITALITY LANE MILL HALL, PA 17751 <i>Raj Dave. DN</i> Contact Person Phone: 570-726-3939 <i>DN</i> Grinath Dhanraj Fax: 570-726-4094		SP 4000016410	
Contracting Officer Phone: 570-484-2015 Kelly Hibbler Fax: 570-484-2844 Reference Number : SP 4000013252		Contractor's Federal Id or Soc.Sec.No 22-3870120		PROVIDE SERVICE AND BILL TO: Lock Haven University of PA Accounts Payable Office 301 West Church Street, Room J211 Lock Haven, PA. 17745	
Effective Date:	Expiration Date: 06/30/2010	Contractor's License or Registration No.		Contact Person Phone: 570-893-2013 Michele Wenker Fax: 570-893-2844	
				CONTRACT NOT TO EXCEED \$ 5,000.00	

SPECIFIED	QUANTITY	UNIT PRICE	TOTAL PRICE
<p>Hotel accommodations for LHU on an as-needed basis.</p> <p>Dates of Service: July 1, 2009 - June 30, 2010. Accommodations can be booked by University Personnel who provide the above referenced contract number (SP#4000016410).</p> <p>Itemized invoices required. Invoices are to be directed to Accounts Payable with the contract number SP#4000016410 referenced. Lock Haven University is Tax Exempt.</p> <p>Contractor shall not exceed contract amount without prior written approval from the University. The University will not be liable for costs in excess of the contract amount without such approval.</p>	1 AU	\$ 5,000.00	\$ 5,000.00
		TOTAL ▶	\$ 5,000.00

EFFECTIVE DATE

FEB 19 2009

OF CONTRACT

In compliance with the contract terms, conditions and specifications, the undersigned, on behalf of the Contractor, which intends to be legally bound hereby, offers and agrees, to provide the specified services at the price(s) set forth above at the time(s) and point(s) specified. In addition to this document, the following contract terms, conditions and specification are a part of the contract :

1. STD-274 available at <http://www.passhe.edu/executive/finance/Procurement/Documents/STD-274Rev050704.pdf>

COMMONWEALTH SIGNATURE		CONTRACTOR'S SIGNATURE (IN INK)	
PURCHASING AGENCY HEAD OR DESIGNEE <i>[Signature]</i>	DATE 2/19/09	PRESIDENT/VICE PRESIDENT/MANAGER/PARTNER/OWNER (SIGN BELOW, PRINT NAME, AND CIRCLE TITLE) <i>[Signature]</i>	DATE 02/09/09
APPROVED AS TO FORM AND LEGALITY, BUDGETARY APPROPRIATENESS AND AVAILABILITY OF FUNDS COMPTROLLER		SECRETARY/TREASURER/ASSISTANT TREASURER (SIGN BELOW, PRINT NAME, AND CIRCLE TITLE)	

COMMONWEALTH ATTORNEY APPROVALS			
APPROVED AS TO FORM AND LEGALITY			
DATE 2/19/09	OFFICE OF GENERAL COUNSEL(IF REQUIRED)	DATE	OFFICE OF ATTORNEY GENERAL(IF REQUIRED)

FUND	DEPT	APP.	YR	LDG	ORG	COST FUNCTION	OBJ	AMOUNT OF ENCUMBRANCE	PRE-EMCUMBRANCE NUMBER	AMT. OF PRE-ENC. LIQUIDATED	CODED
PRE-AUDIT											
POSTED											

Hibbler, Kelly

#4000016410

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

Per Susan Blesh
1/14/09 use
5011 132000
625300 for Coding.
KA

Hibbler, Kelly

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

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.

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

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

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

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?

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

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?

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

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