

EXAMPLE ONLY



CCSF  
Monthly Usage Report  
Dept: AIR  
From: XX/XX/XXXX To: XX/XX/XXXX

Month Beginning Balance	\$70,000.00
Pre-Tax Spend	\$ 181.51
Total Tax	\$ 16.33
Remaining Balance	\$69,802.16

SELECTION PRE-TAX SPEND	110.91
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CONFIDENTIAL															
Ordering Person User Name	Order Date	Ship Date	Order Nbr	Line Item #	SKU	SKU Description	QTY Ordered	QTY Shipped	QTY Back-Ordere d	UOM	Price Per UOM	Total Pre-Tax Item Spend	Ship To Address	Dept	Core/ Non-Core Discount Category
BECKY JACKSON	#####	#####	11111111-001	1	111111	Item 1	2	2	0	CA	35.3	70.6	111 Dr.	AIR	Core
BECKY JACKSON	#####	#####	11111111-001	2	222222	Item 2	1	1	0	CA	26.6	53.2	111 Dr.	AIR	Core
CINDY NICHOL	#####	#####	11111112-001	1	333333	Item 3	1	1	0	EA	9.35	9.35	112 St.	AIR	Core
CINDY NICHOL	#####	#####	11111112-001	2	111111	Item 1	1	1	0	BX	35.3	35.3	112 St.	AIR	Non-Core
CINDY NICHOL	#####	#####	11111112-001	3	444444	Item 4	1	1	0	RL	4.79	4.79	112 St.	AIR	Non-Core
CINDY NICHOL	#####	#####	11111112-001	4	555555	Item 5	1	1	0	CA	8.27	8.27	112 St.	AIR	Core

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Monthly Usage Report  
Dept: AIR  
From: XX/XX/XXXX To: XX/XX/XXXX

Month Beginning Balance	\$ 70,000.00
Pre-Tax Spend	\$ 181.51
Total Tax	\$ 16.33
Remaining Balance	\$ 69,802.16

CONFIDENTIAL							
Ordering				Pre-Tax			
Person User	Order			Order			
Name	Date	Ship Date	Order Nbr	Subtotal	Tax	Order Total	Dept
BECKY JACKSON	#####	#####	11111111-001	\$ 123.80	\$ 11.14	\$ 134.94	AIR
CINDY NICHOL	#####	#####	11111112-001	\$ 57.71	\$ 5.19	\$ 62.90	AIR

CITY AND COUNTY OF SAN FRANCISCO  
OFFICE OF CONTRACT ADMINISTRATION  
PURCHASING DIVISION

96708

EXECUTION COPY

Office Supplies – Office Depot Credit  
For the Term July 1, 2011 Through June 30, 2013

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ATTACHMENT D

Consolidated Monthly Usage Report

EXAMPLE ONLY



CCSF  
Consolidated Monthly Usage Report  
From: XX/XX/XXXX To: XX/XX/XXXX

Month Beginning Balance	\$500,000.00
Pre-Tax Spend	\$ 272.51
Total Tax	\$ 23.68
Remaining Balance	\$499,703.81

SELECTION PRE-TAX SPEND \$ 201.91

CONFIDENTIAL														
Ordering Person User	Order Date	Ship Date	Order Nbr	Line Item #	SKU	Description	QTY Ordered	QTY Shipped	QTY Backorder	UOM	Price Per UOM	Total Price Tax Item	Ship To Address	Core/Non-Core Discount Category
BECKY JACKSON	#####	#####	111111111-001	1	111111	Item 1	2	2	0	CA	\$ 35.30	\$ 70.60	111 Dr.	Core
BECKY JACKSON	#####	#####	111111111-001	2	222222	Item 2	1	1	0	CA	\$ 26.60	\$ 26.60	111 Dr.	Core
CINDY NICHOL	#####	#####	111111112-001	1	333333	Item 3	1	1	0	EA	\$ 9.35	\$ 9.35	112 St.	Core
CINDY NICHOL	#####	#####	111111112-001	2	111111	Item 1	1	1	0	EA	\$ 35.30	\$ 35.30	112 St.	Non-Core
CINDY NICHOL	#####	#####	111111112-001	3	444444	Item 4	1	1	0	RL	\$ 4.79	\$ 4.79	112 St.	Non-Core
CINDY NICHOL	#####	#####	111111112-001	4	555555	Item 5	1	1	0	CA	\$ 8.27	\$ 8.27	112 St.	Core
LI ZHANG	#####	#####	111111113-001	1	666666	Item 6	1	1	0	EA	\$ 41.20	\$ 41.20	113 Pl.	Core
LI ZHANG	#####	#####	111111113-001	2	777777	Item 7	1	1	0	EA	\$ 35.85	\$ 35.85	113 Pl.	Non-Core
LI ZHANG	#####	#####	111111113-001	3	888888	Item 8	3	3	0	EA	\$ 4.65	\$ 13.95	113 Pl.	Core



EXAMPLE ONLY



CCSF

Consolidated Monthly Usage Report  
From: XX/XX/XXXX To: XX/XX/XXXX

Month Beginning Balance	\$ 500,000.00
Pre-Tax Spend	\$ 272.51
Total Tax	\$ 23.68
Remaining Balance	\$ 499,703.81

CONFIDENTIAL								
Ordering				Pre-Tax				
Person User	Order			Order				
Name	Date	Ship Date	Order Nbr	Subtotal	Tax	Order Total	Dept	
BECKY JACKSON	#####	#####	11111111-001	\$ 123.80	\$ 11.14	\$ 134.94	AIR	
CINDY NICHOL	#####	#####	11111112-001	\$ 57.71	\$ 5.19	\$ 62.90	AIR	
LI ZHANG	#####	#####	11111113-001	\$ 91.00	\$ 7.35	\$ 89.05	MTA	

EXAMPLE ONLY

CONFIDENTIAL



CCSF

## Consolidated Monthly Usage Report

From: XX/XX/XXXX To: XX/XX/XXXX

Month Beg Balance	Total Spend	Ending Balance
\$500,000.00	\$ 2,310.00	\$497,690.00

Dept	Month Beg Balance	Pre Tax Spend	Tax	Total Spend	Ending Balance
AIR	\$ 70,000.00	\$ 500.00	\$ 50.00	\$ 550.00	\$ 69,450.00
MTA	\$ 65,000.00	\$ 600.00	\$ 60.00	\$ 660.00	\$ 64,340.00
DPH	\$265,000.00	\$ 400.00	\$ 40.00	\$ 440.00	\$264,560.00
DSS	\$ 75,000.00	\$ 400.00	\$ 40.00	\$ 440.00	\$ 74,560.00
ADM	\$ 25,000.00	\$ 200.00	\$ 20.00	\$ 220.00	\$ 24,780.00
Totals	\$500,000.00	\$ 2,100.00	\$ 210.00	\$2,310.00	\$497,690.00

CITY AND COUNTY OF SAN FRANCISCO  
OFFICE OF CONTRACT ADMINISTRATION  
PURCHASING DIVISION

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Office Supplies – Office Depot Credit  
For the Term July 1, 2011 Through June 30, 2013

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ATTACHMENT E

Quarterly Usage Report

EXAMPLE ONLY



CCSF  
Quarterly Usage Report  
From: XX/XX/XXXX To: XX/XX/XXXX

Quarter Beginning Balance	\$500,000.00
Pre-Tax Spend	\$ 272.51
Total Tax	\$ 23.68
Remaining Balance	\$499,703.81

SELECTION PRE-TAX SPEND: \$ 201.91

CONFIDENTIAL														
Ordering Person User	Order Date	Ship Date	Order Nbr	Line Item #	SKU	SKU Description	QTY Ordered	QTY Shipped	QTY Back-Ordered	UOM	Price Per UOM	Total Pre-Tax Item Spend	Ship To Address	Dept
BECKY JACKSON	#####	#####	11111111-001	1	111111	Item 1	2	2	0	CA	\$ 35.30	\$ 70.60	111 Dr.	AIR
BECKY JACKSON	#####	#####	11111111-001	2	222222	Item 2	1	1	0	CA	\$ 26.50	\$ 26.50	111 Dr.	AIR
CINDY NICHOL	#####	#####	11111112-001	1	333333	Item 3	1	1	0	EA	\$ 9.35	\$ 9.35	112 St.	AIR
CINDY NICHOL	#####	#####	11111112-001	2	111111	Item 1	1	1	0	BX	\$ 35.30	\$ 35.30	112 St.	AIR
CINDY NICHOL	#####	#####	11111112-001	3	444444	Item 4	1	1	0	RL	\$ 4.79	\$ 4.79	112 St.	AIR
CINDY NICHOL	#####	#####	11111112-001	4	555555	Item 5	1	1	0	CA	\$ 8.27	\$ 8.27	112 St.	AIR
LI ZHANG	#####	#####	11111113-001	1	666666	Item 6	1	1	0	BX	\$ 41.20	\$ 41.20	113 Pl.	MTA
LI ZHANG	#####	#####	11111113-001	2	777777	Item 7	1	1	0	EA	\$ 35.85	\$ 35.85	113 Pl.	MTA
LI ZHANG	#####	#####	11111113-001	3	888888	Item 8	3	3	0	EA	\$ 4.55	\$ 13.95	113 Pl.	MTA



EXAMPLE ONLY



CCSF  
Quarterly Usage Report  
From: XX/XX/XXXX To: XX/XX/XXXX

Quarter Beginning Balance	\$ 500,000.00
Pre-Tax Spend	\$ 263.21
Total Tax	\$ 23.68
Remaining Balance	\$ 499,713.11

CONFIDENTIAL							
Ordering				Pre-Tax			
Person User	Order			Order			
Name	Date	Ship Date	Order Nbr	Subtotal	Tax	Order Total	Dept
BECKY JACKSON	#####	#####	11111111-001	\$ 123.80	\$ 11.14	\$ 134.94	AIR
CINDY NICHOL	#####	#####	11111112-001	\$ 57.71	\$ 5.19	\$ 62.90	AIR
LI ZHANG	#####	#####	11111113-001	\$ 81.70	\$ 7.35	\$ 89.05	MTA

EXAMPLE ONLY

CONFIDENTIAL



CCSF

## Quarterly Usage Report

From: XX/XX/XXXX To: XX/XX/XXXX

Quarter Beg Balance	Total Spend	Ending Balance
\$500,000.00	\$ 2,310.00	\$497,690.00

Dept	Quarter Beg Bal	Pre Tax Spend	Tax	Total Spend	Ending Balance
AIR	\$ 70,000.00	\$ 500.00	\$ 50.00	\$ 550.00	\$ 69,450.00
MTA	\$ 65,000.00	\$ 600.00	\$ 60.00	\$ 660.00	\$ 64,340.00
DPH	\$265,000.00	\$ 400.00	\$ 40.00	\$ 440.00	\$264,560.00
DSS	\$ 75,000.00	\$ 400.00	\$ 40.00	\$ 440.00	\$ 74,560.00
ADM	\$ 25,000.00	\$ 200.00	\$ 20.00	\$ 220.00	\$ 24,780.00
Totals	\$500,000.00	\$ 2,100.00	\$ 210.00	\$2,310.00	\$497,690.00