

**New Hampshire**  
 Department of Agriculture,  
 Markets & Food

Shawn N. Jasper, Commissioner

August 3, 2021

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Department of Agriculture, Markets & Food (DAMF), Product Scale Testing to pay invoices to The Office Pal VC #202557, Freehold, NJ, totaling \$2,843.97. Effective upon G& C approval. **100% Revolving Funds**

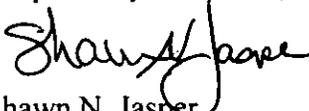
Funding is available in the account Product-Scale Testing Fund as follows:

	<b><u>FY22</u></b>
18-18-181510-26050000-020-500223, -PC Desktop Supplies	\$2,843.97

**EXPLANATION**

DAMF did not realize the contract with The Office Pal had expired on December 31, 2020, and purchased printer toner from the old contract. DAMF was notified by Accounting Services that the contract had expired when we processed the invoices for payment. DAMF personnel been added to the Purchase and Property contact list for contract updates and new contracts to avoid this issue in the future.

Respectfully submitted,



Shawn N. Jasper  
 Commissioner

Invoice

Remit to:  
The Office Pal  
922 Highway 33  
Building 8, Suite 801  
Freehold, NJ 07728  
EIN 36-4617185  
(877) 486-0590

Invoice Number: 0193053-IN  
Invoice Date: 7/11/2021  
Order Number: A227889  
Order Date: 6/30/2021  
Salesperson: 0100  
Customer Number: 09-0106932

**Sold To:** STATE OF NH, DEPT OF AGRICULTU      **Ship To:** State of NH Commissioner

STATE OF NH, DEPT OF AGRICULTU  
PO BOX 2042  
CONCORD, NH 03302

State of NH Commissioner  
25 Capitol St  
25 CAPITOL STREET  
Michelle L. Thibeault  
Concord, NH 03301

Confirm To:  
01800

**Customer P.O.:** COMMISSIONER      **Tracking:** 281170584553;      **Terms:** NET 30

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
CE271AC	EA	1	1	0	550.15	550.15
EnviroFriendly 650A Cyan Laser		Whse: 000				

- VC 202557  
2605-500223

5046386 11760177

Net Invoice:	550.15
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	550.15

Invoice

Remit to:

The Office Pal  
922 Highway 33  
Building 8, Suite 801  
Freehold, NJ 07728  
EIN 36-4617185  
(877) 486-0590

Invoice Number: 0192975-IN  
Invoice Date: 7/6/2021

Order Number: 0110013  
Order Date: 6/28/2021  
Salesperson: 0100  
Customer Number: 09-0106932

**Sold To:** **Ship To:**

NH Department of Agriculture,  
PO Box 2042  
25 Capitol Street  
Concord, NH 03302-2042

NH Department of Agriculture,  
25 Capitol Street  
Rm 221  
attn: Brenda  
Concord, NH 03302-2042

Confirm To:

**Customer P.O.** **Tracking** **Terms**

181454190248;

NET 30

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
0282000001	EA	2	2	0	375.00	750.00
MICR CE278A			Whse: 000			

2605-500223

VE 202557

BRE  
01500-~~240~~ 5036441 - 1175337F

Net Invoice:	750.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	750.00

Invoice

Remit to:  
The Office Pal  
922 Highway 33  
Building 8, Suite 801  
Freehold, NJ 07728  
EIN 36-4617185  
(877) 486-0590

Invoice Number: 0192798-IN  
Invoice Date: 6/23/2021

Order Number: A227871  
Order Date: 6/23/2021  
Salesperson: 0100  
Customer Number: 09-0106932

**Sold To:** STATE OF NH, DEPT OF AGRICULTU      **Ship To:** NH Dept of Agriculture

STATE OF NH, DEPT OF AGRICULTU  
PO BOX 2042  
CONCORD, NH 03302

NH Dept of Agriculture  
25 Capitol St  
25 CAPITOL STREET  
Michelle L. Thibeault  
Concord, NH 03301

Confirm To:  
01800

**Customer P.O.:** FSMA - DEB BUNN      **Tracking:**      **Terms:** NET 30

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
C2P07AN HP 62XL (C2P07AN) High Yield T	EA	1	1	0	54.99	54.99
						Whse: 000
C2P05AN HP 62XL (C2P05AN) High Yield B	EA	1	1	0	50.48	50.48
						Whse: 000

2605 - 500223

Net Invoice:	105.47
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
<b>Invoice Total:</b>	<b>105.47</b>

Invoice

Remit to:  
 The Office Pal  
 922 Highway 33  
 Building 8, Suite 801  
 Freehold, NJ 07728  
 EIN 36-4617185  
 (877) 486-0590

Invoice Number: 0192912-IN  
 Invoice Date: 7/2/2021  
 Order Number: A227889  
 Order Date: 6/30/2021  
 Salesperson: 0100  
 Customer Number: 09-0106932

**Sold To:** | **Ship To:**

STATE OF NH, DEPT OF AGRICULTU  
 PO BOX 2042  
 CONCORD, NH 03302

01800  
 25 Capitol St  
 25 CAPITOL STREET  
 Michelle L. Thibeault  
 Concord, NH 03301

Confirm To:  
 01800

**Customer P.O.** | **Tracking** | **Terms**

COMMISSIONER 181454190020;

NET 30

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
CE272AC Envirofriendly 650A Yellow Las	EA	1	1	0	550.15	550.15 ✓
CE273AC Envirofriendly 650A Magenta La	EA	1	1	0	550.15	550.15 ✓
CE271AC Envirofriendly 650A Cyan Laser	EA	1	0	1	★ 550.15	0.00 BO
CE270AC Envirofriendly 650A Black Lase	EA	1	1	0	338.05	338.05

VC 202557 B001 2605-500223

01800-688C-5036443-11753345  
 ★ invoice # 0193053-IV 7/1/21

Net Invoice: 1,438.35  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
 Invoice Total: 1,438.35