

No: _____

Date: _____

City of Saint Paul
Office of the Mayor

ADMINISTRATIVE ORDER

WHEREAS, the department's Employee Assistance Program unit would like to provide guests and visitors to the unit water; and

WHEREAS, the purchase will be from Premium Water, Inc., Minneapolis, Minnesota in the amount of \$6 to \$15 per month; and

BE IT ORDERED, that the proper city officials are hereby authorized to pay the costs in 2016 associated with the above, not to exceed \$180 from Accounting Unit 10023400; Activity 2310043610.

For the Department



Thomas E. Smith, Chief of Police