

**BLANKET ORDER RELEASE FORM**

- ARC
- CRC
- FLC
- SCC
- DO
- FM
- ETW
- OTHER \_\_\_\_\_

Release No.	Purchase Order No.
-------------	--------------------

**SEE INSTRUCTIONS ON REVERSE SIDE  
 FOR COMPLETING THIS FORM**

Vendor Name (As it appears on Purchase Order) Vendor Code

Invoice No, Credit Memo No., or Packing Slip No. Date Items Received  
 (Please check if attached and write total dollar amount below)

DESCRIPTION <small>(Do Not Complete if Attaching Invoice Credit Memo or Packing Slip)</small>	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>			Total Amount or Estimate	\$
This purchase is in compliance with the requirements of _____				
Program Director/Coordinator Signature _____		Program Name _____		
Program Goal/Objective Number/Explanation _____		Program/Grant Number _____		

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations, and laws.

PO Line #	Bus. Unit	Account	Fund	Org	
					\$
Program	Sub-Class	BY	Proj/Grant	Amount	
					\$

AUTHORIZED PURCHASER SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(must be listed on Purchase Order)

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
 SUPERVISOR, DEAN OR OTHER AUTHORIZED SIGNATURE



**Shipped from:**

LRCCD-FLC  
JENNIFER TAYLOR  
10 COLLEGE PKWY  
FOLSOM, CA 95630-6798

**Delivery Service Invoice**

Invoice Date **June 10, 2023**  
Invoice Number 0000X33427233  
Shipper Number X33427  
Control ID 19T8  
Page 1 of 3

0386A0000X334270

**Sign up for electronic billing today!**  
**Visit [ups.com/billing](http://ups.com/billing)**

For questions about your invoice, call:  
**(800) 811-1648**  
Monday - Friday  
8:00 a.m. - 6:00 p.m. E.T.

**LRCCD-FLC  
ACCT OPERATIONS  
1919 SPANOS CT  
SACRAMENTO, CA 95825-3905**

or visit:  
[www.ups.com/billing](http://www.ups.com/billing)

**Account Status Summary  
Weekly Payment Plan**

Amount Due This Period	\$ 41.90
Amount Outstanding (prior invoices)	\$ 0.00
Total Amount Outstanding	\$ 41.90

UPS Worldwide Economy rates are changing effective July 3, 2023. To view the rates, visit [ups.com/wweconomy](http://ups.com/wweconomy)

UPS SurePost rates are changing effective July 2, 2023. To view the rates, visit the UPS SurePost terms webpage provided in your UPS SurePost service agreement.

**Thank you for using UPS.**

**Summary of Charges**

Page	Outbound	Charge
3	UPS Internet Shipping	\$ 27.05
3	Adjustments & Other Charges	\$ 14.85
<b>Amount due this period</b>		<b>\$ 41.90</b>

UPS payment terms require payment of this bill by June 19, 2023.

Payments received late are subject to a late payment fee of 8% of the Amount Due This Period. (see Tariff/Terms and Conditions of Service at [ups.com](http://ups.com) for details)

*Note: This invoice may contain a fuel surcharge as described at [ups.com](http://ups.com). For more information, please visit [ups.com](http://ups.com).*



**Return Portion**

**LRCCD-FLC  
ACCT OPERATIONS  
1919 SPANOS CT  
SACRAMENTO, CA 95825-3905**

Please tear off and send with your payment in the enclosed envelope. **Do not use staples or paper clips.**

Invoice Date **June 10, 2023**  
Invoice Number **0000X33427233**  
Shipper Number **X33427**

**Amount due this period \$ 41.90**

Amount enclosed

If this billing address is incorrect, mark an "X" in this box and make the appropriate changes above.

**UPS  
P.O.BOX 650116  
DALLAS, TX 75265-0116**

X33427 1 061023 0386 1 00000041900 9



**Delivery Service Invoice**

Invoice Date **June 10, 2023**

Invoice Number 0000X33427233

Shipper Number X33427

Page 2 of 3

**Account Status**

**Weekly Payment Plan**

**Payments Applied**

<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Amount Paid</b>
0000X33427093	03/04/2023	\$ 14.98
0000X33427103	03/11/2023	\$ 108.42
0000X33427123	03/25/2023	\$ 1.20
0000X33427133	04/01/2023	\$ 8.67

**Delivery Service Invoice**

Invoice Date **June 10, 2023**  
 Invoice Number 0000X33427233  
 Shipper Number X33427

**Outbound****UPS Internet Shipping**

Pickup Date	Tracking Number	Service	ZIP Code	Zone	Weight	Billed Charge
06/09	1ZX334274221227338	Ground Residential	95630	2	6	12.08
		Customer Weight			5.4	
		Residential Surcharge				5.25
		Delivery Confirmation Signature				6.35
		Fuel Surcharge				3.37
		<b>Total</b>				<b>27.05</b>

1st ref: #3104

UserID: FLC.LOSRIOS

**Sender :** JENNIFER TAYLOR  
 LRCCD-FLC  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

**Receiver:**  
 JOYCE WILLIAMSON  
 1701 Creekside Drive APT. #3104  
 FOLSOM CA 95630

**Total for Internet-ID: FLC.LOSRIOS** 27.05

**Total UPS Internet Shipping** 1 Package(s) 27.05

**Total Outbound** 1 Package(s) 27.05

**Adjustments & Other Charges****On-Call Pickup Requests**

Date	Date of Request	Pickup Request No.	Service	Billed Charge
06/09	06/09	294J9DSC28E	Same Day Pickup - Web Request	13.00
			Fuel Surcharge	1.85
			<b>Total</b>	<b>14.85</b>

**Pickup Address:** JENNIFER TAYLOR  
 LRCCD-FLC  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

**Total On-Call Pickup Requests** 1 Request(s) 14.85

**Total Adjustments & Other Charges** 14.85



**Shipped from:**

LRCCD-FLC  
JENNIFER TAYLOR  
10 COLLEGE PKWY  
FOLSOM, CA 95630-6798

**Delivery Service Invoice**

Invoice Date **July 1, 2023**  
Invoice Number 0000X33427263  
Shipper Number X33427  
Control ID 63V5  
Page 1 of 3

0386A0000X334270

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Monday - Friday  
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**LRCCD-FLC  
ACCT OPERATIONS  
1919 SPANOS CT  
SACRAMENTO, CA 95825-3905**

or visit:  
[www.ups.com/billing](https://www.ups.com/billing)

**Account Status Summary  
Weekly Payment Plan**

Amount Due This Period	\$ 3.35
Amount Outstanding (prior invoices)	\$ 41.90
<b>Total Amount Outstanding</b>	<b>\$ 45.25</b>

Please include the **Return Portion** of each outstanding invoice with your payment. **See Account Status for details.**

UPS Worldwide Economy rates are changing effective July 3, 2023. To view the rates, visit [ups.com/wweconomy](https://www.ups.com/wweconomy)

UPS SurePost rates are changing effective July 2, 2023. To view the rates, visit the UPS SurePost terms webpage provided in your UPS SurePost service agreement.

**Thank you for using UPS.  
Summary of Charges**

Page	Fees	Charge
3		\$ 3.35
<b>Amount due this period</b>		<b>\$ 3.35</b>

UPS payment terms require payment of this invoice by July 10, 2023.

Payments received late are subject to a late payment fee of 8% of the Amount Due This Period. (see Tariff/Terms and Conditions of Service at [ups.com](https://www.ups.com) for details)

*Note: This invoice may contain a fuel surcharge as described at [ups.com](https://www.ups.com). For more information, please visit [ups.com](https://www.ups.com).*



**Return Portion**

**LRCCD-FLC  
ACCT OPERATIONS  
1919 SPANOS CT  
SACRAMENTO, CA 95825-3905**

Please tear off and send with your payment in the enclosed envelope. **Do not use staples or paper clips.**

Invoice Date **July 1, 2023**  
Invoice Number **0000X33427263**  
Shipper Number **X33427**

**Amount due this period \$ 3.35**

Amount enclosed

If this billing address is incorrect, mark an "X" in this box and make the appropriate changes above.

**UPS  
P.O.BOX 650116  
DALLAS, TX 75265-0116**

X33427 1 070123 0386 1 00000003350 5



**Delivery Service Invoice**

Invoice Date **July 1, 2023**  
Invoice Number 0000X33427263  
Shipper Number X33427

Page 2 of 3

**Account Status**

**Weekly Payment Plan**

**Amount Outstanding (prior invoices):**

Please include the **Return Portion** of each outstanding invoice with your payment.

Invoice Number	Invoice Date	Balance Due
0000X33427233	06/10/2023	\$ 41.90
<b>Total</b>		<b>\$ 41.90</b>

Outstanding balances reflect any payments received as of **06/30/2023**. Please ignore this message if a recent payment has been made for any outstanding invoices.



**Delivery Service Invoice**

Invoice Date **July 1, 2023**  
Invoice Number 0000X33427263  
Shipper Number X33427

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**Fees**

Week Ending Date		Unpaid Balance	Rate	Billed Charge
06/10	Late Payment Fee <i>Pursuant to the UPS Tariff, a late payment fee has been assessed.</i>	41.90	8.00 %	3.35
<b>Total Fees</b>				3.35

**From:** [Williams, Melissa](#)  
**To:** [Chadwick, Sera](#)  
**Subject:** RE: UPS BOR -June & July 2023  
**Date:** Tuesday, August 1, 2023 3:53:58 PM  
**Attachments:** [UPS B240102 8-1-23.pdf](#)

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Approved. Thanks Sera.

**Melissa Williams** | Director of Administrative Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916-608-6588 | f. 916-608-6746 | [William@flc.losrios.edu](mailto:William@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

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**From:** Chadwick, Sera <ChadwiS@flc.losrios.edu>  
**Sent:** Tuesday, August 1, 2023 3:49 PM  
**To:** Williams, Melissa <WilliaM@flc.losrios.edu>  
**Subject:** UPS BOR -June & July 2023

Hi Missy,

Please review and approve attached BOR.

I guess I must have forgotten to check up June's invoice to pay, so I've included it on this BOR. I'm sorry!

***Thank you,***

***Sera Chadwick***  
Account Clerk III | Business Services Office  
(916)608-6635  
[chadwis@flc.losrios.edu](mailto:chadwis@flc.losrios.edu)  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630