

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

Closed 12/13 (PP)

PURCHASE ORDER NO 1066489A

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date	Revision	Page
05/04/2012		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
760280 PACTOL POONV	04CYPH238 FLC	

Vendor: 0000002961
 KELLER GROUP
 KELLER PAUL DBA
 3041 65TH STREET STE 3
 SACRAMENTO CA 95820

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

Phone: (916) 737-3300
Fax: (916) 737-3305

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

DO NOT SEND TO VENDOR

REV'D # 1058348 9/10/12 ; 1057936 7/24/12

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	TABLE, NESTING (TILT-TOP) 24DX60WX29H W/ CASTERS GSN2460C	10.00	EA	622.00	6,220.00	05/04/2012
2- 1	TABLE, CRANK HGT ADJ 24DX60W W/GLIDES GSV2460G	1.00	EA	883.20	883.20	05/04/2012
3- 1	CHAIR, TORSION SLED BASE ARMLESS POLY SEAT/BACK BLACK TSNAP	22.00	EA	149.32	3,285.04	05/04/2012
4- 1	FEE, KI SET-UP FOR SPECIAL BURGUNDY COLOR FEE	1.00	EA	250.00	250.00	05/04/2012

REVISED PROPOSAL #61533 DATED 5/1/12

PRICES INCLUDE RECEIVE, DELIVER AND ASSEMBLE

EMAIL CHANGE ORDER
 EMAIL ADDRESS : LONG@KELLEROFFICE.COM
 ATTN : CINDY WONG

5/8/12 - VP
 CHANGE BUDGET INFORMATION ON ALL LINES
 REQUESTED BY J. HARMAN
 AS PER JOANY HARMAN EMAIL DATED 4/7/12
 FOR ACCOUNTING PURPOSES ONLY

DO NOT SEND CHANGE ORDER TO VENDOR

2012 MAY 10 P 3:59
 FAX SERVICE

8/14 REV'D in File
 NOT INV'D
 Contact Vendor - Request INV.
 PO # 1146272 94 651967 9-10-12

Sub Total Amount	10,638.24
Sales Tax Amount	824.47
Total PO Amount	11,462.71

DO NOT SEND TO VENDOR

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

[Signature] 5/10/12

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO 1066489A

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date	Revision	Page
05/04/2012		2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
760280 PACTOL POONV	04CYPH238 FLC	

Vendor: 0000002961
 KELLER GROUP
 KELLER PAUL DBA
 3041 65TH STREET STE 3
 SACRAMENTO CA 95820

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Fax: (916) 737-3305

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 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	Year
GENFD	6490	12	FL.VI.BSKL	64900	00000	575F	11,462.71	2012

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

2012 MAY 10 P 3:59
 PURCHASING SERVICES

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Authorized Signature

[Handwritten Signature] 5/10/12

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LOS RIOS COMMUNITY COLLEGE DISTRICT

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FAX: (916) 568-3145

PURCHASE ORDER NO 1066489A

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Date 05/04/2012	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 760280 PACTOL POONV		Location / Dept 04CYPH238 FLC

Vendor: 0000002961
KELLER GROUP
KELLER PAUL DBA
3041 65TH STREET STE 3
SACRAMENTO CA 95820

Phone: (916) 737-3300
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10 COLLEGE PARKWAY
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United States

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

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2- 1	TABLE, CRANK HGT ADJ 24DX60W W/GLIDES GSV2460G	1.00	EA	883.20	883.20	05/04/2012
3- 1	CHAIR, TORSION SLED BASE ARMLESS POLY SEAT/BACK BLACK TSNAP	22.00	EA	149.32	3,285.04	05/04/2012
4- 1	FEE, KI SET-UP FOR SPECIAL BURGUNDY COLOR FEE	1.00	EA	250.00	250.00	05/04/2012

REVISED PROPOSAL #61533 DATED 5/1/12

PRICES INCLUDE RECEIVE, DELIVER AND ASSEMBLE

EMAIL CHANGE ORDER
EMAIL ADDRESS : LONG@KELLEROFFICE.COM
ATTN : CINDY WONG

Replaces PO# 0001066489

Sub Total Amount	10,638.24
Sales Tax Amount	824.47
Total PO Amount	11,462.71

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	12	FL.VI.BSKL	64900	00000	576F	11,462.71	2012

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All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

[Signature]
5/4/12

emailed 5/4/12

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Change Order Request

*Prdg B/TRX
5/4/12.
Submitted to JTB*

PO # 1066489A

Request Date: 05/04/12

College/Dept: FLC

Vendor Name KELLER GROUP

Vendor #0000002961

Change budget information on all lines to

GENFD 6490 12 FL.VI.BSKL 64900 00000 2012 575F

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$11,462.72 (NO CHANGE)

Comments to be added: Requested by J. Harman

OTHER: FOR ACCOUNTING PURPOSES ONLY

Completed should be forwarded via e-mail by an **authorized signer** to the **DO – Purchasing** mailbox.



KELLER GROUP
office environments

REVISED

3041 65th St. Suite 3
Sacramento, CA 95820
916.737.3300 phone
916.737.3305 fax

3600 Sisk Rd. Suite 4-F
Modesto, CA 95356
209.543.9216 phone
209.543.9224 fax

PROPOSAL 61533
DATE 05/01/12
PROJECT #306-5

PROPOSAL FOR:

INSTALL AT:

LOS RIOS COMMUNITY COLLEGE DIST
1919 SPANOS COURT
SACRAMENTO, CA 95825-3981
ATTN: ACCOUNTING

LOS RIOS COMMUNITY COLLEGE DIS
FOLSOM LAKE COLLEGE
10 COLLEGE PARKWAY
FOLSOM, CA 95630

SALESPERSON:
Los Rios

CUSTOMER P/O:

QUOTE VALID

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			CLASSROOM 238 IN FL2		
1	10	GSN2460C	NESTING (TILT-TOP) TABLE 24DX60WX29H W/CASTERS	622.00	6,220.00
		\$(L1CORE)	L1 Core Lam Opts		
		.LT6A	Lam: Camelstone		
		.P27	CLR: Matte Black		
		.E4	Edg: Black		
		.C0	No Cutouts		
2	1	GSV2460G	CRANK HGT ADJ TABLE 24DX60W W/GLIDES	883.20	883.20
		\$(L1CORE)	L1 Core Lam Opts		
		.LT6A	Lam: Camelstone		
		.P27	CLR: Matte Black		
		.E4	Edg: Black		
		.C0	No Cutouts		
4	22	TSNAP	TORSION SLED BASE CHAIR, ARMLESS, POLY SEAT/BACK	149.32	3,285.04
		/BL	Black		
		-NFR	(STD) CA 117		
		/PBD	Burgandy Poly		
		/NGL	No glides		
5	1	FEE	KI SET-UP FEE FOR SPECIAL BURGUNDY COLOR	250.00	250.00
6	1	ASSEMBLY	RECEIVE, DELIVER & ASSEMBLE	0.00	0.00

CONTINUED...



KELLER GROUP
office environments

REVISED

3041 65th St. Suite 3
Sacramento, CA 95820
916.737.3300 phone
916.737.3305 fax

3600 Sisk Rd. Suite 4-F
Modesto, CA 95356
209.543.9216 phone
209.543.9224 fax

PROPOSAL 61533
DATE 05/01/12
PROJECT #306-5

PROPOSAL FOR:

INSTALL AT:

LOS RIOS COMMUNITY COLLEGE DIST
1919 SPANOS COURT
SACRAMENTO, CA 95825-3981
ATTN: ACCOUNTING

LOS RIOS COMMUNITY COLLEGE DIS
FOLSOM LAKE COLLEGE
10 COLLEGE PARKWAY
FOLSOM, CA 95630

SALESPERSON:
Los Rios

CUSTOMER P/O:

QUOTE VALID

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
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ASSEMBLY TO BE COMPLETED
DURING REGULAR BUSINESS HOURS
AT THE PREVAILING WAGE
RATE

AREA MUST BE FREE AND CLEAR
PRIOR TO SCHEDULED
INSTALLATION DATE

If wall track is included on proposal, client assumes responsibility for costs due to electrical and/or plumbing within walls.

PRODUCT TOTAL... 10,638.24

ACCEPTED BY _____

SALES TAX.....: 824.48

DATE ACCEPTED _____

TOTAL.....: 11,462.72

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

**PURCHASE ORDER NO
CANCELED PO**

0001066489

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS
AND CONDITIONS.

Date	Revision	Page
04/27/2012	1 - 05/04/2012	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		
760280 PACTOL POONV		FLC

Vendor: 0000002961
KELLER GROUP
KELLER PAUL DBA
3041 65TH STREET STE 3
SACRAMENTO CA 95820

Phone: (916) 737-3300
Fax: (916) 737-3305

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RECEIVING
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FOLSOM CA 95630
United States

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N	Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
	1- 1	TABLE NESTING (TILT-TOP) 24DX60WX29H W/ CASTERS GSN2460C	10.00	EA	606.80	0.00	CANCEL
	2- 1	TABLE CRANK HGT ADJ 24DX60W W/GLIDES GSV2460G	1.00	EA	861.20	0.00	CANCEL
	3- 1	CHAIR TORSION SLED BASE ARMLESS POLY SEAT/BACK BLACK TSNAP	22.00	EA	149.32	0.00	CANCEL
	4- 1	KI SET-UP FEE FOR SPECIAL BURGUNDY COLOR	1.00	EA	250.00	0.00	CANCEL

PROPOSAL #61533 DATED 12/15/11

PRICES INCLUDE RECEIVE, DELIVER AND ASSEMBLE

FAX PURCHASE ORDER
FAX NUMBER : 916-737-3305
ATTN : TARA CHATTMAN

5/4/12 - VP
CANCEL PO# 0001066489 AND REPLACE BY PO# 1066489A
AS PER KATHLEEN KIRKLIN'S EMAIL DATED 5/3/12

EMAIL CHANGE ORDER
EMAIL ADDRESS : LONG@KELLEROFFICE.COM
ATTN : CINDY WONG

Sub Total Amount	0.00
Sales Tax Amount	0.00
Total PO Amount	0.00

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Authorized Signature

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CANCELED PO**

0001066489

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KELLER PAUL DBA
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Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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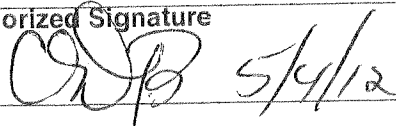
<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
							0.00	2012

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<http://www.losrios.edu/purchasing/povalidation>

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Change Order Request

✓ submitted 5/3
TKK.

PO # 0001066489

Request Date: 05/03/12

College/Dept: FLC

Vendor Name KELLER GROUP
(one PO per request)

Vendor #0000002961

Cancel Purchase Order # 0001066489 – Proposal# 61533 Dated 12/15/11.

RE-OPEN AS: PO# 1066489A

DESCRIPTION:

PER REVISED PROPOSAL# 61533 DATED 5/1/12 - PROJECT# 306-5

BUDGET: GENFD 6490 12 FL.VI.BSKL 64900 00000 2012 576E

DO NOT SEND CHANGE ORDER TO VENDOR

(Email Change Order to: Cindy Long - long@kelleroffice.com)

New PO Total = **\$11,462.72**

Comments to be added: Requested by C. Johnson & M. Pactor 5/2/12; For - Vendor Price Increase.

OTHER:

Completed should be forwarded via e-mail by an **authorized signer** to the **DO – Purchasing** mailbox.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO

0001066489

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date 04/27/2012	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 760280 PACTOL POONV	Location / Dept 04CYPH238 FLC	

Vendor: 0000002961
KELLER GROUP
KELLER PAUL DBA
3041 65TH STREET STE 3
SACRAMENTO CA 95820

Phone: (916) 737-3300
Fax: (916) 737-3305

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
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Bill To: 1919 Spanos Court
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United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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PROPOSAL #61533 DATED 12/15/11

PRICES INCLUDE RECEIVE, DELIVER AND ASSEMBLE

FAX PURCHASE ORDER
FAX NUMBER : 916-737-3305
ATTN : TARA CHATTMAN

Sub Total Amount	10,464.24
Sales Tax Amount	810.98
Total PO Amount	11,275.22

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	12	FL.VI.BSKL	64900	00000	576F	11,275.22	2012

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EM 5-2-12

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Authorized Signature
[Signature] 4/30/12

2012 MAY -1 3:41 PM
P.O. PURCHASES RECEIVED

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Los Rios Community College District Requisition

Page of

Req. No. **760280**
P.O. NO.

Vendor Code DATE 3/22/12
Approved VENDOR Keller Group
Terms ADDRESS 3041 - 65th Street, Suite 3
F.O.B. CITY Sacramento STATE CA ZIP 95820
PHONE 916-737-3300 FAX 916-737-3305

DELIVERY INSTRUCTIONS
04CYPN238
Location Code
FLC Instruction
College/District Location Department
Tutoring
Division Date Required

ITEM	DESCRIPTION <small>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES</small>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<small>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</small>				
1	See attached proposal No. 61533				
2	dated 12/15/11 Project #306-5				\$10,464.24
3					
4					
5					
6					
7					
8					
9					
10					
11					
12	TRX FL 39412 4/4/12				
13					

Purchases Charged to Categorical Programs, Grants or Special Projects				SalesTax	811.00
This purchase is in compliance with the requirements of <u>Basic Skills</u> CA				Total	\$11,275.24
Program Director/Coordinator Signature <u> </u>		Program Name <u>576F</u>	Project/Grant Number <u> </u>		
Program Goal/Objective Number/Explanation <u>Instructional Furniture</u>					

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.

REQUESTED BY: Monica Pactol TYPED/PRINT DATE 4.2.12
REQUESTED BY: [Signature] SIGNATURE DATE 4.2.12
AUTHORIZED: Monica Pactol DEAN OR AUTHORIZED SIGNATURE DATE 4.2.12
APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 4/4/12

GENFD /6490 /12 /PL.VI.BSKL	Bus. Unit	Account*	Fund	Org	
64900 /00000 /2012/576F	Program	Sub-Class	BY	Proj/Grnt	\$ 11,275.24
	Bus. Unit	Account*	Fund	Org	
	Program	Sub-Class	BY	Proj/Grnt	\$

* Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.
Location Code 04PLC Dept. Tutoring
Building PL2 Room No. 238

Instructions on Reverse

1-0 4 2/2/12