

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

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

FAX: (916) 568-3145

**PURCHASE ORDER NO  
CANCELED PO**

**0001069957**

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

<b>Date</b>	<b>Revision</b>	<b>Page</b>
01/11/2013	1 - 01/15/2013	1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>		
1005005 Lewis POONV		IT

**Vendor:** 0000033421  
GRANITE DATA SOLUTIONS  
8421 AUBURN BLVD, SUITE 248  
CITRUS HEIGHTS CA 95610

**Phone:** (916) 735-3553  
**Fax:** (916) 735-3551

**email:**

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
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
1- 1	LAPTOP PART - GATEWAY M255 PALMREST (PR-255)	2.00	EA	21.99	0.00	CANCEL

EMAIL PURCHASE ORDER  
EMAIL ADDRESS : tkeegan@GraniteDataSolutions.com  
ATTN : TOM KEEGAN

1/15/13 - VP  
CANCEL PURCHASE ORDER  
REQUESTED BY J. LEWIS  
AS PER JOANY HARMAN'S EMAIL DATED 1/15/13

EMAIL CANCEL ORDER  
EMAIL ADDRESS : tkeegan@GraniteDataSolutions.com  
ATTN : TOM KEEGAN

<b>Sub Total Amount</b>	0.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	0.00

<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	2013

0001005005KIRKLINK09-JAN-2013

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**  
  
01/16/13

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.

## Change Order Request

*Submitted  
1/15/13*

PO # 0001069957

Request Date: 01/15/13

College/Dept: FLC

Vendor Name GRANITE DATA SOLUTIONS  
(one PO per request)

Vendor #0000033421

Cancel Purchase Order (a purchase order can only be cancelled if there is no receiver or voucher against it)

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$0.00

Comments to be added: Requested by J. Lewis, ONL/REQ approved in error, PO should not have been issued to vendor.

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**

**0001069957**

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

Date	Revision	Page
01/11/2013		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1005005 Lewis POONV	04CYPH129 IT	

**Vendor:** 0000033421  
 GRANITE DATA SOLUTIONS  
 8421 AUBURN BLVD, SUITE 248  
 CITRUS HEIGHTS CA 95610

**Phone:** (916) 735-3553  
**Fax:** (916) 735-3551

**email:**

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 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	UCM	PO Price	Extended Amt	Due Date
1- 1	LAPTOP PART - GATEWAY M255 PALMREST (PR-255)	2.00	EA	21.99	43.98	01/25/2013

EMAIL PURCHASE ORDER  
 EMAIL ADDRESS : tkeegan@GraniteDataSolutions.com  
 ATTN : TOM KEEGAN

Sub Total Amount	43.98
Sales Tax Amount	3.52
Total PO Amount	47.50

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENPD	4500	11	FL.VA.ITSV	67800	00000	101E	47.50	2013

0001005005KIRKLINK09-JAN-2013

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>

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

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.

# Requisition

**Vendor:** MISCELLANEOUS  
 \*\*\*\*\*  
 \*\*\*\*\* CA 95825  
 United States

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

<b>Business Unit:</b> GENFD		<b>APPROVED</b>
Req ID:	Date	Page
0001005005	01/09/2013	1
Requester		Bldg#
Jeff Lewis		IT
Requester Signature		
Buyer: Vivian Poon		
Approved: KIRKLINK 09-JAN-2013		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	LAPTOP PART - GATEWAY M255 PALMREST (PR-255)	2.0000	EA	21.99	43.98	01/25/2013

Total Requisition Amount: 43.98

VENDOR INFORMATION:  
 GRANITE DATA SOLUTIONS  
 8421 AUBURN BLVD., SUITE 248  
 CITRUS HEIGHTS, CA 95610

DVBE/ Small Business # - 0026068  
 CA Sellers Permit # - KH 100-299591  
 Fed ID # - 68-0445502

TAX IS \$3.52.  
 TOTAL IS \$47.50.  
 PLEASE EMAIL PO TO VENDOR AT [tkeegan@GraniteDataSolutions.com](mailto:tkeegan@GraniteDataSolutions.com)

REPLACEMENT PART FOR GATEWAY M255 LAPTOPS.

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	4500	11	FL.VA.ITSV	67800	00000	101E	43.98

Approval Signature	Approval Signature	Approval Signature
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