

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

**PURCHASE ORDER NO**

**0001071632**

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

Date	Revision	Page
06/03/2013		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
766383 AGULAR POONV	04EDCB	

**Vendor:** 0000022948  
 MINUTEMAN PRESS  
 2861 RAY LAWYER DRIVE  
 PLACERVILLE CA 95667

**Phone:** (877) 621-1650  
**Fax:** (530) 621-2764

**email:**

**Ship To:** EL DORADO CENTER  
 RECEIVING  
 6699 CAMPUS DR  
 PLACERVILLE CA 95667  
 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	500 PENS JOB ID 115159	1.00	LOT	310.00	310.00	06/30/2013

QUOTE DATED 4/25/13

Sub Total Amount	310.00
Sales Tax Amount	23.25
Total PO Amount	333.25

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	PL.VS.FCPG	64900	00000	471C	333.25	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

*[Handwritten Signature]* 06/03/13

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.

# Los Rios Community College District

## Requisition

Page \_\_\_\_\_ of \_\_\_\_\_

Req. No. <b>766383</b>
P.O. NO.

Vendor Code	DATE <u>04/25/13</u>
Approved	VENDOR <u>MINUTEMAN PRESS</u>
Terms	ADDRESS <u>2861 RAY LAWYER DR.</u>
F.O.B.	CITY <u>PLACERVILLE</u> STATE <u>CA</u> ZIP <u>95667</u>
PHONE <u>(530)621-2764</u> FAX <u>(530)621-2764</u>	

DELIVERY INSTRUCTIONS	
<u>04EDCB</u>	
<del>REG ADMIN</del> <u>04</u>	
Location Code	
College/District Location <u>EDC</u>	Department <u>FOSTER CARE</u>
Division <u>FECE</u>	Date Required <u>06/30/13</u>

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.				
1					
2	<u>500 PENS JOB ID 115159</u>	<u>500</u>			<u>310.00</u>
3					
4					
5	<u>Deliver to EDC</u>				
6					
7					
8					
9					
10					
11					
12	<u>CITY OF PLACERVILLE</u>			<u>8.0%</u>	<u>24.80</u>
13				<u>7.5%</u>	

Purchases Charged to Categorical Programs, Grants or Special Projects			Sales Tax
This purchase is in compliance with the requirements of <u>FOSTER + KINSHIP CARE ED</u>			
Program Director/Coordinator Signature <u>Juline Aguilar</u>	For grants/special projects	Program Name <u>471C</u>	<b>Total</b> <u>\$ 334.80</u>
Program Goal/Objective Number/Explanation <u>OBJ. 2 Training</u>		Project/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.

REQUESTED BY: JULINE AGUILAR TYPED/PRINT DATE 04/25/13

REQUESTED BY: Juline Aguilar SIGNATURE DATE 04/25/13

AUTHORIZED: Juline Aguilar DEAN OR AUTHORIZED SIGNATURE DATE 04/25/13

APPROVED: Kathleen Sullivan VICE PRESIDENT, ADMINISTRATION DATE 4/30/13

<u>GEN FD 4500/12 / FLVS.FCPG</u>				
Bus. Unit	Account*	Fund	Org	
<u>64900/00009/13</u>	<u>471C</u>			<u>\$ 334.80</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account*	Fund	Org	
Program	Sub-Class	BY	Proj/Grnt	Amount

\* 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 \_\_\_\_\_ Dept. \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

**Instructions on Reverse**

Minuteman Press  
2861 Ray Lawyer Drive  
Placerville, CA 95667  
Ph.(530)or(877) 621-1650 / Fax: (530) 621-2764  
www.mm-press.com

## Quotation

Date: 25-Apr-2013

**Bill To:** Foster and Kinship Care Education  
Los Rios Community College District  
1919 Spanos Ct.  
Sacramento, CA 95825

Phone: (530) 642-5659

**Ship To:** Folsom Lake College/FKCE  
Juline Aguilar  
6699 Campus Drive  
Placerville CA 95667

Phone: (530) 642-5659

Email: aguilaj@flc.losrios.edu

Minuteman Press  
Voted Best Printer in El Dorado County!

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<b>750 Pens (Job ID 115157)</b>	Subtotal:	<b>\$452.50</b>
Component:	Tax:	<b>\$34.20</b>
1 side	Total:	<b>\$486.70</b>
Letter (8.5 x 11) • Bic Clic Stic Pen • White with Orange trim Side 1 Ink(s): Teal (328)		

Ship to Juline Aguilar

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<b>500 Pens (Job ID 115159)</b>	Subtotal:	<b>\$310.00</b>
Component:	Tax:	<del>\$22.80</del> 8% 24.80
1 side	Total:	<del>\$332.80</del> 334.80
Letter (8.5 x 11) • Bic Clic Stic Pen • White with Orange trim Side 1 Ink(s): Teal (328)		

Ship to Juline Aguilar

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<b>250 Pens (Job ID 115161)</b>	Subtotal:	<b>\$175.00</b>
Component:	Tax:	<b>\$12.00</b>
1 side	Total:	<b>\$187.00</b>
Letter (8.5 x 11) • Bic Clic Stic Pen • White with Orange trim Side 1 Ink(s): Teal (328)		

Ship to Juline Aguilar

Terms: Net 30 days Quote valid for 30 days.