

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

Comp 12/13

**PURCHASE ORDER NO
CHANGE ORDER**

B113316

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

Date	Revision	Page
07/11/2012	2 - 04/30/2013	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		Location / Dept
769033 L.MEROUX JA POONV		04CYPH112

Vendor: 0000001330
CYNMAR CORPORATION
PO BOX 530
CARLINVILLE IL 62626

Phone: (800) 223-3517
Fax: (800) 754-5154

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

DO NOT SEND TO VENDOR

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	BLANKET PURCHASE ORDER FOR LIFE SCIENCES (BIOLOGY) LAB SUPPLIES FOR FLC 7/1/12 - 5/31/13	1.00	EA	1,840.00	1,840.00	07/12/2012

AUTHORIZED PERSONNEL:

GARY HARTLEY
LINDA SANTORO
LINDA MEROUX
DAVID NEWNHAM

FY11/12 B110322

4/30/13 - VP
INCREASE BY \$840
MAKING TOTAL PO AMOUNT \$1,840
INCREASE REQUESTED BY L. MEROUX 4/29/13
AS PER JOANY HARMAN'S EMAIL DATED 4/30/13

DO NOT SEND CHANGE ORDER TO VENDOR

Sub Total Amount	1,840.00
Sales Tax Amount	0.00
Total PO Amount	1,840.00

DO NOT SEND TO VENDOR

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	04000	00000	700P	1,840.00	2013

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

Insider
5-7-13

Authorized Signature

[Signature] 05/02/13

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 4/30

PO # B113316

Request Date: 4/29/13

College/Dept: FLC

Vendor Name CYNMAR
(one PO per request)

Vendor #0000001330

Increase Blanket Purchase Order by \$ 840.00

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$1840.00

Comments to be added: INCREASE REQUESTED BY L. MEROUX 4/29/13

OTHER:

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

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

*FLC/
B10L*

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07/11/2012	1 - 07/12/2012	1
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CYNMAR CORPORATION
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RECEIVING
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AUTHORIZED PERSONNEL:

GARY HARTLEY
LINDA SANTORO
LINDA MEROUX
DAVID NEWNHAM

FY11/12 B110322

Sub Total Amount	1,000.00
Sales Tax Amount	0.00
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GENED	4300	12	FL.VI.AR03	04000	00000	700P	1,000.00	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

[Signature] 7/13/12

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ENTERED
S:
7/10/12

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. 769033

P.O. NO. B113316

Vendor Code	DATE <u>5-4-12</u>		
Approved	VENDOR <u>Cynmar</u>		
Terms	ADDRESS <u>21709 Route 4 North/PO Box 530</u>		
F.O.B.	CITY <u>Carlinville</u>	STATE <u>IL</u>	ZIP <u>62626</u>
	PHONE <u>800 223-3517</u>	FAX <u>754-5154</u>	

DELIVERY INSTRUCTIONS	
<u>04 CYPH 112</u>	
<u>04-AKO-3</u>	
Location Code	
College/District Location	Department
<u>FLC</u>	<u>Science</u>
<u>Life Sciences</u>	<u>7-1-12</u>
Division	Date Required

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	Blanket Purchase Order for				
2	Life Sciences (Biology) Lab Supplies				
3					
4	For Folsom Lake College				
5	From 7-1-12 to 5-31-13				
6	For Authorized Personnel:				
7	Gary Hartley				
8	Linda Santoro				
9	Kathleen Kiebler DAVID NEWHAM				
10	Linda Meroux				
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects This purchase is in compliance with the requirements of <u>Lottery</u>	Sales Tax	
Program Director/Coordinator Signature <u>[Signature]</u> For grants/special projects	Program Name <u>700 P</u>	Project/Grant Number <u>700 P</u>
Program Goal/Objective Number/Explanation <u>Eligible Instructional Supplies</u>	Total	<u>1,000</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: Linda Meroux TYPED/PRINT DATE 5-4-12

REQUESTED BY: [Signature] SIGNATURE DATE 5-4-12

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 5-15-12

APPROVED: [Signature] VICE PRESIDENT ADMINISTRATION DATE 6/26/12

<u>Gen Ed/4300/12/FL.VI.ARO3</u>				
Bus. Unit	Account*	Fund	Org	
<u>04000</u>	<u>100000</u>	<u>2013</u>	<u>700 P</u>	<u>\$ 1,000</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