



FOLSOM LAKE COLLEGE  
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway  
Folsom, CA 95630

PURCHASE ORDER NO. CBF13030

FLC STUDENT ACTIVITY CLUB FUNDRAISING

PO Date: 01/25/2013

Date Required: 01/25/2013

Ordered By: GEN SIWABESSY

Requisition #: 35033

VENDOR: FOLSOM LAKE COLLEGE BOOKSTORE  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

SHIP TO:  
FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

BILL TO:  
FOLSOM LAKE COLLEGE  
ATTN: BUSINESS SERVICES  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

916.608.6772

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	FLC BOOKSTORE GIFT CARDS - \$10.00 VALUE	5.00	EA	\$10.000	\$50.00
2	FLC PRINT GIFT CARDS - \$1.00 VALUE	5.00	EA	\$1.000	\$5.00
	ITEMS TO SUPPORT EDC BRIDGE DAY FRIDAY 1/25/2013				
	FLC STUDENT ACTIVITY CLUB: BANFL 9550 81 FL.VA.BSOF 50601 2013 400F				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

Sub Total

State Tax %

State Tax

Shipping

Total PO Amount

All shipments, invoices, and correspondence must be identified with our Purchase Order Number

Direct all deliveries and delivery documents to the SHIP TO address.


Direct all correspondence and invoices to the BILL TO address.

NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE

*Kathleen Kirklin* 1/25/13

  
**FOLSOM LAKE COLLEGE**  
 EL DORADO CENTER RANCHO EL DORADO CENTER  
 FLC BUSINESS SERVICES  
**CAMPUS-BASED REQUISITION**  
 2013 JAN 23

- CHECK ONE
- ASG(71,72)
  - College Act. Trust(81)
  - Foundation(83)
  - IR(13,14)
  - Three Stages(55)

1/22/13  
DATE

VENDOR FLC Bookstore  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_

REQ. # CBF 35033  
 PO REQUIRED(circle one) YES NO  
 P.O. # CBF 12030  
 DATE REQUIRED 1/24/13


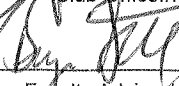

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	\$10 Bookstore Gift Cards	5	cards	\$10	\$50
2	<del>\$1 FLC Party Cards</del>	<del>5</del>	<del>cards</del>	<del>\$1</del>	<del>\$5</del>
3					
4					
5					
6					
7					
8					
9					
10					

**Check Distribution**


Call Student, Hold for pick up # \_\_\_\_\_  
 Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_  
 Forward to \_\_\_\_\_  
 Inter-Campus mail to \_\_\_\_\_  
 USPS mail  
 Other \_\_\_\_\_

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	<b>\$50</b>

Account Name	Bus Unit	Account	Fund	Department	Program	Class	Project	Amount
Student Activities	BANFL	9550 / 9550	81	FL.VA. BSEP	00000	50001	50000/400F	\$50
Account Name	Bus Unit	Account	Fund	Department	Program	Class	Project	Amount
								\$

AUTHORIZED   
 Club Officer/Requestor  
 APPROVED  1/23/13  
 Faculty Advisor/Administrator  
 1/25/13

Business Services Use Only

Budget Checked    
 Vendor ID 2A  
 Voucher # \_\_\_\_\_ Date \_\_\_\_\_  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_

# College Stores - Supply Order Request Form

Department Student Life Date Required 1/24/13 Date of Request 1/22/13

Requestor's Name Genevieve Swaberry

Check One only:  Office Depot  Walker's Office Supply  S.P. RICHARDS

Item Number	Quantity Needed	Item Description.	Catalog Page #	Approx. Cost
	5	\$10 Bookstore Gift Cards		\$50
	5	\$1 FLC Print Cards		\$5
		Items to Support EDC Bridge Day		
		TOTAL		\$55

Account String (budget number) to be Charged: BANAL 9550 BI FLVA BRDF 55001 400F

- An account string needs to be provided for:
- Office supply items not normally carried in college stores inventory
  - Special orders/requests
  - Supplies consumed under a grant, categorical, other special program

Dean/Manager/Supervisor Approval: [Signature] Date 1/22/13

ALLOW 3-5 DAYS FOR DELIVERY