



10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF13034B**

ORDER# 1915934

PO Date: 02/25/2013

Date Required: 05/15/2013

Ordered By: JOANY HARMAN

Requisition #: 35401

VENDOR: HERFF JONES, INC  
901 BOB KING DRIVE  
ARCOLA IL 61910-1905  
EMAIL: capandgownorders@herffjones.com  
PH: 707-869-5722 FAX: 217-268-4855

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

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	BLANKET PURCHASE ORDER FOR ACADEMIC REGALIA FOR: 2013 COMMENCEMENT PER ON-LINE ORDER# 1264107	1.00	EA	\$2,500.000	\$2,500.00
	DELIVERY REQUIRED - NO LATER THAN MAY 15, 2013				
	FREIGHT TBD				
	AUTHORIZED SIGNER: JOANY HARMAN, DENISE MORGAN				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

Sub Total

State Tax %  State Tax

Shipping

Total PO Amount

*Mailed 2/26/13*

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 Kuklan 2/26/13*

**FOLSOM LAKE COLLEGE  
EL DORADO CENTER-RANCHO CORDOVA CENTER**

CHECK ONE

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

**CAMPUS-BASED REQUISITION**

2/20/13  
DATE

2013 FEB 21 P 4:41  
35401

VENDOR Herff Jones Inc  
ADDRESS 901 Bob King Drive  
CITY Arcola  
STATE IL ZIP 61910-1905

REQ. # CBF \_\_\_\_\_  
PO REQUIRED(circle one) **YES** NO  
P.O. # CBF 130348  
DATE REQUIRED \_\_\_\_\_

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Blanket purchase order for				2,500
2	the rental of Academic				
3	Regalia on order # 1915934				
4					
5	Delivery by May 15, 2013				
6					
7	Freight TBD				
8					
9	Authorized Signee:				
10	Joany Harman, Denise Morgan				

**Check Distribution**

Call Student, Hold for pick up # \_\_\_\_\_  
 Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_  
 Forward to \_\_\_\_\_  
 Inter-Campus mail to \_\_\_\_\_  
 USPS mail w/ invoice stub attached  
 Other \_\_\_\_\_

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	<u>2500<sup>00</sup></u>

*mailed PO only 2/26/13.*

Commencement SCDFL 5601 / 13 / FL.VA.OFFC 67109 00009 010B\$

Account Name	Bus Unit	Account	Fund	Department	Program	Class	Project	Amount
<u>Cap &amp; Gown</u>								\$

AUTHORIZED Joany Harman  
Club Officer/Requestor

APPROVED Stephen Kuylen  
Faculty Advisor/Administrator 2/20/13

Business Services Use Only

Budget Checked  Vendor ID 128

Voucher # \_\_\_\_\_ Date \_\_\_\_\_

Warrant # \_\_\_\_\_ Date \_\_\_\_\_