



PURCHASE ORDER NO. CBF13046

PTK Club

10 College Parkway
Folsom, CA 95630

PO Date: MAY 2, 2013 Date Required:

Ordered By: MARJORIE SAMPLES Requisition #: 35482

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	SMALL IMPRINTED T-SHIRTS	12.00	EA	\$16.300	\$195.60
2	MEDIUM IMPRINTED T-SHIRTS	36.00	EA	\$16.300	\$586.80
3	LARGE IMPRINTED T-SHIRTS	24.00		\$16.300	\$391.20
4	EXTRA-LARGE IMPRINTED T-SHIRTS	12.00	EA	\$16.300	\$195.60
	PER ATTACHED QUOTE DATED_4/24/13				
	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 Kuklin 5/2/13

FOLSOM LAKE COLLEGE
EL DORADO CENTER-RANCHO CORDOVA CENTER

CAMPUS-BASED REQUISITION

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

BUSINESS SERVICES
 APR 31 11:33 AM '11

DATE 4/25/13
 VENDOR Folsom Lake College Bookstore
 ADDRESS 10 College Parkway
 CITY Folsom
 STATE CA ZIP 95682

REQ. # CBF 35482
13046
 PO REQUIRED(circle one) YES
 P.O. # CBF 13046
 DATE REQUIRED ASAP

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Small imprinted t-shirts	12	1	16.30	195.60
2	Medium imprinted t-shirts	36	1	16.30	586.80
3	Large imprinted t-shirts	24	1	16.30	391.20
4	Extra-Large imprinted t-shirts	12	1	16.30	195.60
5					
6					
7	see attached quote				
8					
9					
10					

Check Distribution

Call Student, Hold for pick up # _____	Sub-Total	1369.20
Call _____, Hold for pick up # _____	Sales Tax	109.54
Forward to _____	Freight	
Inter-Campus mail to _____	TOTAL	1478.74
USPS mail		
Other _____		

Phi Theta Kappa BANFL	9550	181	FL.VA.SOF	00000	41602	400C	\$1478.74
Account Name	Bus Unit	Account	Fund	Department	Program	Class	Project Amount
_____	/	/	/	/	/	/	\$
Account Name	Bus Unit	Account	Fund	Department	Program	Class	Project Amount

AUTHORIZED [Signature]
 Club Officer/Requestor

APPROVED [Signature]
 Faculty Advisor/Administrator

Business Services Use Only

Budget Checked D Vendor ID 84

Voucher # _____ Date _____

Warrant # _____ Date _____


FOLSOM LAKE COLLEGE
 EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

Club Minutes for Expenditure Approvals

Submit with Requisition to Business Services

Club Name: Phi Theta Kappa Meeting Date: 4/12/13

This meeting was called to order by Lisa Stahley / Brittany Clifford

The following motions for club expenditures were made and approved

Motion/Purpose	Payable To	Amount
T-shirts for club members	FLC Bookstore	\$1478.74
Campus Requisition # 35482		

Minute Report prepared and submitted by club representative:

Name & Student ID #: Brittany Clifford #1299059

Club Office Held: Co-President

Signature:  Date: 4/30/13

Distribution:
 Original – Business Services with Campus Based Requisition (CBR)
 Copy – Club Files