



LOS RIOS COMMUNITY COLLEGE DISTRICT  
 1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F 2646

Date 5/22/13

**LIMITED PURCHASE ORDER**  
 (Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> Brodart Order Center P.O. Box 300 McElhattan, PA 17748	<b>DELIVERY INSTRUCTIONS:</b> <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call EL Dorado Center Learning Resource Ctr 6699 Campus Drive Placerville, Ca 95667
---	---

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Spine Labels, foil-backed,	1	ea		55.00	55.00
2	55-345-020					
3	SKU# 55345020					
4						
5						
6						
7						
8	Shipping					14.30
9						
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of:  Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL	69.30
	SALES TAX	5.20
	<b>TOTAL</b> (Not to Exceed \$200.00)	74.50

**VENDOR:** Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$200.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I/WE 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: Regina Jimenez TYPED/PRINT DATE 5-22-13  
 REQUESTED BY: Regina Jimenez SIGNATURE DATE 5-22-13  
del a. m DATE 5/23/13

Received by \_\_\_\_\_ Date \_\_\_\_\_  
GENARD 4500 11 / ED. VI. LIBR  
 Bus. Unit Account Fund Org  
6120000000 / 2013 041A \$ 74.50  
 Program Sub-Class BY Proj/Grnt Amount

APPROVED: Kathleen Jenkins DEAN OR OTHER AUTHORIZED SIGNATURE DATE 5/28/13  
 APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE \_\_\_\_\_

Bus. Unit Account Fund Org  
 Program Sub-Class BY Proj/Grnt Amount