



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

P.O. No. F 2761

Date 4/15/2014

FLC BUSINESS SERVICES LIMITED PURCHASE ORDER
 (Not to Exceed \$200.00)

2014 APR 28 A 11:18

VENDOR NAME AND ADDRESS: MASTER PRINTING C/O ELLEN MCGREGOR 11235-B COLOMA ROAD GOLD RIVER, CA 95670 (916) 638-8325	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	2014 COMMENCEMENT	900				40.-
2	PROGRAM COVERS					
3	SCORING 900 SHEETS					
4	98# PETTALICS					
5						
6						
7						
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of:		SUB-TOTAL	40.-
		SALES TAX	8.0% 3.20
		TOTAL (Not to Exceed \$200.00)	43.20

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.

Received by _____ Date _____

REQUESTED BY: Laura Kelly TYPED/PRINT DATE: 4/15/2014 Bus. Unit: 69900 Account: 00000 Fund: 2014 Org: 041A Amount: \$ 43.20

REQUESTED BY: [Signature] SIGNATURE DATE: 4/16/14 Program: _____ Sub-Class: _____ BY: _____ Proj/Grnt: _____ Amount: _____

APPROVED: [Signature] DEAN OR OTHER AUTHORIZED SIGNATURE DATE: _____ Bus. Unit: _____ Account: _____ Fund: _____ Org: _____

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE: 4/30/14 Program: _____ Sub-Class: _____ BY: _____ Proj/Grnt: _____ Amount: _____

Kelly, Laura

From: Ellen McGregor <pc@masterprinting.net>
Sent: Tuesday, April 15, 2014 10:23 AM
To: Kelly, Laura
Subject: RE: Quote Request

It is \$40 up to 1000 sheets printed is fine

Ellen McGregor
Master Printing
11235-B Coloma Road
Gold River, CA 95670
(916) 638-8325
(916) 638-2059 FAX
pc@masterprinting.net

\$40.-
(8.0% TAX) 3.20
\$43.20

From: Kelly, Laura [<mailto:kellyla@flc.losrios.edu>]
Sent: Tuesday, April 15, 2014 9:40 AM
To: 'pc@masterprinting.net'
Subject: Quote Request

Hello Ellen

We would like you to quote on scoring 900 sheets of 98# Aspire Petallics Silver Ore 11x8.5 (center). Would you like the sheets to be printed or blank? We will be printing them on our Konica Minolta 6500, cover has minimal ink coverage. Thank You! Laura

Laura Kelly

Printing Services Operator II
T 916.608.6650 - F 916.608.6746

kellyla@flc.losrios.edu
flc-printing@flc.losrios.edu

10 College Parkway - Folsom, CA 95630