



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

<b>VENDOR NAME AND ADDRESS:</b> Aramark - FLC 10 College Parkway Folsom, CA 95630 Darren C. Ext. 6737	<b>DELIVERY INSTRUCTIONS:</b> <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call Jeanne Plews to P/O on 9/10/14 at noon.
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Rental of White Table Cloths	50	ea		3.00	150.00
2	52" X 114" For CTE					
3	Spotlight Night Event on 9/10/14					
4	(Quote Attached)					
5	See attached postcard invitation that is being mailed (U.S. Mail)					
6	to High School Students & emailed to FLC Students.					
7	This is a legitimate VTEA Event/Expense.					
8						
9						
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of: <u>VTEA</u> Program Name <u>Kim Harrell</u> For grants/special projects <u>316C</u> Program Director/Coord. Signature Project/Grant Number	SUB-TOTAL <u>150.00</u> SALES TAX <u>0</u> <b>TOTAL</b> <u>150.00</u> (Not to Exceed \$200.00)
Program Goal/Objective Number/Explanation	

**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: <u>Jeanne Plews</u> <u>8/14/14</u> TYPED/PRINT DATE <u>Jeanne Plews</u> <u>8/14/14</u> SIGNATURE DATE <u>Kim Harrell</u> <u>8/14/14</u> DEAN OR OTHER AUTHORIZED SIGNATURE DATE <u>Matthew Kurkin</u> <u>8/15/14</u> VICE PRESIDENT, ADMINISTRATION DATE	Received by _____ Date _____ <u>GENFD 5200 12 FL.VI.VTEA</u> Bus. Unit Account Fund Org <u>499000000 2015 316C</u> \$ <u>150.00</u> Program Sub-Class BY Proj/Grnt Amount / / / / Bus. Unit Account Fund Org / / / / Program Sub-Class BY Proj/Grnt Amount
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Phone number (916) 608 6737

Folsom Lake College

PO# F 2324

EVENT INFORMATION		FLC Spotlight Night 2014	
Contact	Jeanne Plew	Event Numbers	
Phone number	6687	Event Date	9/10/14
Address	10 COLLEGE PKWY	Event Day	Wednesday
City	Folsom	Event Location	Falcons Roost
State	CA	Set-Up Time	12:00 PM
Zip Code	95630	Start Time	
Fax Number	916 608 6761	End Time	

MENU

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
50	White Table Cloths	\$3.00	\$150.00
	To Be Picked UP At 12:00 pm		
			\$0.00
			\$0.00
			\$0.00
		Sub-Total	\$150.00
		NO TAX Tax	\$0.00
		TOTAL	\$ 150.00
		Non Taxable	\$0.00
		Non Taxable	\$0.00
		Non Tax Total	\$0.00
		TOTAL	\$ 150.00

Type of Service: (Check Items)

China  Paper

SPECIAL INSTRUCTIONS:

Final Count By 9/2/14 to be, Delivered on 9/4/14

PLEASE NOTE:

Signature of Individual or Organizations Representative

Date

PO OR BUDGET NUMBER AND VP SIGNATURE REQUIRED FOR ALL CAMPUS EVENTS  
ORDERS WILL NOT BE PROCESSED UNLESS CATERING HAS THESE ITEMS