

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001082386

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/08/2015	1 - 07/17/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007002 HEILANDJ GALLARZOC	04RCC RCC	

Vendor: 0000004527
 RAY MORGAN CO.
 3131 ESPLANADE
 CHICO CA 95973

Phone: (800) 640-6065
Fax: (530) 781 1008

email: contracts@raymorgan.com

Ship To: RANCHO CORDOVA CENTER
 10378 ROCKINGHAM DRIVE
 SACRAMENTO CA 95827
 United States

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	S/N CXG02624 - CANON IR 5065 DIGITAL COPIER ID# 93475 LOCATED AT RCC STAFF WORKROOM RCC5 BASE RATE \$65.80 MONTH X 12 MONTHS (\$789.60 PLUS S/TAX ON 35%).	1.00 LOT	900.00	900.00	07/01/2015
2- 1	S/N MWJ00949 - CANON IR 2018 COIN-OP ID# 92638 LOCATED AT RCC STUDENT LOUNGE RCC1 BASE RATE \$37.18 MONTH X 12 MONTHS (\$446.16 PLUS S/TAX ON 35%)	1.00 LOT	500.00	500.00	07/01/2015

PERIOD: 07/01/15 TO 06/30/16
 MAINTENANCE AGREEMENT INCLUDES ALL PARTS, LABOR, PM, EMERGENCY REPAIRS,
 ALL CONSUMABLES EXCEPT PAPER AND STAPLES
 PY PO#: 0001077192

Sub Total Amount	1,400.00
Sales Tax Amount	0.00
Total PO Amount	1,400.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VA.PAYP	61900	00000	041X	500.00	2016
GENFD	5600	11	FL.VI.RCOR	67900	00000	041A	900.00	2016

0001007002KIRKLINK29-JUN-2015

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Requisition

Vendor: RAY MORGAN CO.
3131 ESPLANADE
CHICO CA 95973
United States

Ship To: 10378 ROCKINGHAM DRIVE
SACRAMENTO CA 95827

Business Unit: GENFD OPEN		
Req ID:	Date	Page
0001007002	07/01/2015	1
Requester		Bldg#
Joyce Heiland		RCC
Requester Signature		
Buyer: Christina Gallarzo		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	S/N CXG02624 - CANON IR 5065 DIGITAL COPIER ID# 93475 LOCATED AT RCC STAFF WORKROOM RCC5BASE RATE \$65.80 MONTH X 12 MONTHS (\$789.60 PLUS S/TAX ON 35%).	1	LOT	900.00	900.00	07/01/2015
2-1	S/N MWJ00949 - CANON IR 2018 COIN-OP ID# 92638 LOCATED AT RCC STUDENT LOUNGE RCC1BASE RATE \$37.18 MONTH X 12 MONTHS (\$446.16 PLUS S/TAX ON 35%)	1	LOT	500.00	500.00	07/01/2015

Total Requisition Amount: 1,400.00

PERIOD: 07/01/15 TO 06/30/16
MAINTENANCE AGREEMENT INCLUDES ALL PARTS, LABOR, PM, EMERGENCY REPAIRS,
ALL CONSUMABLES EXCEPT PAPER AND STAPLES
PY PO#: 0001077192

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5600	11	FL.VA.PAYP	61900	00000	041X	500.00
GENFD	5600	11	FL.VI.RCOR	67900	00000	041A	900.00

Approval Signature	Approval Signature	Approval Signature
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Ray Morgan Company

TECHNOLOGY SOLUTIONS YOU CAN TRUST

CUSTOMER EXCELLENCE SINCE 1956

05/01/2015

Attn: Joyce Heiland
Los Rios Community College Dist DO Receiving-P.O.
0001071139
1919 Spanos Ct
Sacramento, CA 95825

Re : CN2740-03 , All Inclusive

NEW PURCHASE ORDER REQUIRED

As a reminder, your maintenance agreement is in need of a new purchase order for Contract # CN2740-03, running 07/01/2015 through 06/29/2016. For reference, the current purchase order # is 0001077192, set to expire on 7/1/2015.

Thank you for your loyalty as a Ray Morgan Company customer. To assist in preparation of your new purchase order, below please find your covered copies, volume and rate table. Your base rate and copies included are represented as per month. The actual billing cycle is listed under "Base Type". For example: If the contract base type is quarterly, the base rate will be billed 3x the monthly base rate and include 3x the copies included in the table. For PO purposes only, please encumber \$1,235.76 + tax. Sales tax is calculated with 34% of the agreement being taxed at your current sales tax rate. All other terms and conditions of the original agreement (or subsequent agreement if applicable) will remain in effect.

Item	Equip ID	Serial Number	Ship To Name	Location Info	Base Type	Monthly Base Rate	Overage Type	BW Group Name	Monthly BW Copies Included	BW Group Rate	CLR Group Name	Monthly CLR Copies Included	CLR Rate
IR 5065 V2	93475	CXG02624	Folsom Lake College Rancho Cordova Center	mm	Quarterly	\$65.80	Quarterly	BW Pool 2	7,000	\$0.0094			
IR 2018	92638	MWJ00949	Folsom Lake College Rancho Cordova Center		Quarterly	\$37.18	Quarterly	BW Pool 1	2,000	\$0.0186			

****Base Type Change to Quarterly/ Quarterly Cycle, Volume increase on serial CXG02624****

Please contact me if you would like to make any volume changes to your contract, otherwise, please submit your new purchase order referencing your maintenance agreement # CN2740-03 by:

Scan to email to contracts@raymorgan.com

Faxing 530-781-1008

US Mail Attn: Tina Peters, Ray Morgan Company, 3131 Esplanade, Chico CA 95973.

At the Ray Morgan Company we are constantly looking for ways to decrease clients overall costs while streamlining associated billing. Please take a moment to review the enclosed brochure on our Managed Print Services (MPS) program. If you have not already taken advantage of this valuable service, I would greatly appreciate the opportunity to discuss how an implementation, consolidated with your current agreement, may benefit Los Rios Community College Dist DO Receiving-P.O. 0001071139.

Thank you again for your continued business.

Sincerely,

Tina Peters
Contract/Aftermarket Manager
530-230-4827 Direct
800-640-6065 x 4827 Toll free
530-781-1008 Fax
tpeters@raymorgan.com

P.S. We always try to notify the right person about agreement renewals, but sometimes things change. If you have received this letter in error, we would appreciate your forwarding it to the correct person or contact us at the number provided so that we may update our records.

Los Rios Community College District "2015-2016"

Requisition

Page 1 of 1

Req. No. **815527**
P.O. No.

Vendor Code 2015 DATE 5-13-15 VENDOR RAY MORGAN CO.
 ADDRESS 3131 ESPANADE
 CITY Chico STATE CA ZIP 95973
 E-MAIL _____
 PHONE 800-640-6065 FAX 530-781-1008

DELIVERY INSTRUCTIONS
FLC-REC
 Building Name
FLC - 04 REC
 College/District Location Department
 Division Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	SN# CXG 02624, IS# 93475, Cannon ^{#IR} 5065	1	1	(EST) 900. ⁰⁰	900. ⁰⁰
2	digital copier located in Staff Wkrm (RCC-5)				
3	\$105.80/mo. (billed quarterly) Plus EST. TAX				
4				(EST)	
5	SN# MW5 00949, IS# 92638, Cannon ^{#IR} 2018,	1	1	500. ⁰⁰	500. ⁰⁰
6	Coin-OP, Located in Student Lounge (RCC-1)				
7	\$37.18/mo. (billed quarterly) Plus EST TAX				
8					
9	July 1, 2015 - June 30, 2016				
10	Maintenance Agreement includes				
11	ALL PARTS, LABOR, EMERGENCY REPAIRS AND				
12	ALL CONSUMABLES EXCEPT PAPER				
13	AND STAPLES.				
Purchases Charged to Categorical Programs, Grants or Special Projects				Tax	
This purchase is in compliance with the requirements of _____					
Program Name _____					
For grants/special projects _____					
Program Director/Coordinator Signature _____					
Project/Grant Number _____					
Program Goal/Objective Number/Explanation _____					
				Total	1,400.⁰⁰ (EST)

I hereby certify the items/services listed above are to be obtained in accordance with District Policy, Conflict of Interest Code, P-8611 and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: Joyce Neiland TYPED/PRINT 5-13-15 DATE
 REQUESTED BY: [Signature] SIGNATURE 5-13-15 DATE
 AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE _____ DATE
 APPROVED: _____ VICE PRESIDENT, ADMINISTRATION _____ DATE

Bus. Unit Account *Fund Org
GENFD 5400 11 FL.VI.RCOR
67900 00000 2016 041A \$ 900.⁰⁰
 Program Sub-Class BY Proj/Grnt Amount
GENFD 5400 11 FL.VA.PAY
 Bus. Unit Account *Fund Org
67900 00000 2016 041X \$ 500.⁰⁰
 Program Sub-Class BY Proj/Grnt Amount

*Asset Location - For equipment purchases over \$200 (Accounts 6480, 6490, 6491, 6493, 6495, and computers) complete the area below indicating the final location where equipment will be housed.
 Location Code _____ Dept. _____
 Building _____ Room No. _____

Instructions on Reverse