

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

PURCHASE ORDER NO 0001082403

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/16/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007004 JOHNSONC GALLARZOC	04OPER PRNTSVC	

Vendor: 0000004527
 RAY MORGAN CO.
 1580 VINEYARD RD
 ROSEVILLE CA 95678

Phone: (916) 630-2121
Fax: (916) 630-2122

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

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

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	FAH15631 MAINTENANCE AGREEMENT CANON IRC 2020 LOCATED IN THE CAREER CENTER BASE RATE \$29.53 MONTH X 12 MONTHS (\$354.36 PLUS S/TAX ON 35%) PERIOD: 7/1/15 TO 6/30/16	1.00 LOT	410.00	410.00	07/01/2015

MAINTENANCE AGREEMENT INCLUDES ALL PARTS, LABOR, PM, EMERGENCY REPAIRS,
 ALL CONSUMABLES EXCEPT PAPER AND STAPLES
 PY PO#: 0001077191

Sub Total Amount	410.00
Sales Tax Amount	0.00
Total PO Amount	410.00

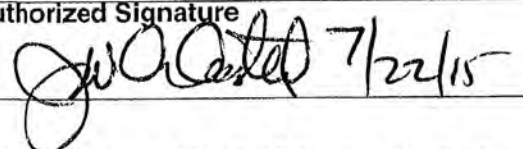
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VS.CARR	63400	00000	051C	410.00	2016

0001007004KIRKLINK29-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.

<http://www.losrios.edu/purchasing/povalidation>

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.
1580 VINEYARD RD
ROSEVILLE CA 95678
United States

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit: GENFD OPEN	
Req ID: 0001007004	Date: 07/01/2015
Requester: Colleen R Johnson	Bldg#: PRNTSVC
Requester Signature	
Buyer: Christina Gallarzo	
Approved:	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	FAH15631 MAINTENANCE AGREEMENT CANON IRC 2020 LOCATED IN THE CAREER CENTERBASE RATE \$29.53 MONTH X 12 MONTHS (\$354.36 PLUS S/TAX ON 35%) PERIOD: 7/1/15 TO 6/30/16	1	LOT	410.00	410.00	07/01/2015

Total Requisition Amount: 410.00

MAINTENANCE AGREEMENT INCLUDES ALL PARTS, LABOR, PM, EMERGENCY REPAIRS,
ALL CONSUMABLES EXCEPT PAPER AND STAPLES
PY PO#: 0001077191

<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.VS.CARR	63400	00000	051C	410.00

Approval Signature	Approval Signature	Approval Signature
--------------------	--------------------	--------------------



Ray Morgan Company

TECHNOLOGY SOLUTIONS YOU CAN TRUST

CUSTOMER EXCELLENCE SINCE 1956

04/29/2015

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

Re : CN7471-01 , All Inclusive

NEW PURCHASE ORDER REQUIRED

As a reminder, your maintenance agreement is in need of a new purchase order for Contract # CN7471-01, running 07/01/2015 through 06/29/2016. For reference, the current purchase order # is 0001077191, 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 \$354.36 + 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 C2020B	EQ29197	FAH15631	Folsom Lake College		Quarterly	\$29.53	Quarterly	BW Pool 1	1,250	\$0.0165	CLR Pool 1	100	\$0.0890

Billing Cycle change to Quarterly/ Quarterly

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 # CN7471-01 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 FY 2016

Requisition

Page _____ of _____

Req. No. **815696**

P.O. No. _____

Vendor Code 4527
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 6/1/15 VENDOR Ray Morgan Co
 ADDRESS 1580 Vineyard R
 CITY Roseville STATE CA ZIP 95678
 E-MAIL tpeters@raymorgan.com
 PHONE _____ FAX _____

DELIVERY INSTRUCTIONS	
04 OPER 204	
Building Name	
FLC	printing
College/District Location	Department
Division	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<i>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</i>				
1	FAH15631, IRC2020, ID EQ29197	1	eq		410.00
2	located in the Career Center.				
3	Estimated Blw 15,000 @ .065;				
4	est. color 1200 @ .089; plus tax				
5	on 35%; billed quarterly				
6	Maintenance agreement includes all				
7	parts, labor, PM, emergency repairs,				
8	all consumables except paper and				
9	staples. 7/1/15 - 6/30/16				
10					
11					
12					
13	14/15 PO 000177191				

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	Total	410.00
Program Goal/Objective Number/Explanation			

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: Kathy Barnes Liguori 6/1/15
 TYPED/PRINT DATE
 REQUESTED BY: [Signature] 6/1/15
 SIGNATURE DATE

AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Genfd / 5600 / 11 / FL-VS-CARR				
Bus. Unit	Account	*Fund	Org	
63400	100000	16	051C	\$ 410.00
Program	Sub-Class	BY	Proj/Grnt	Amount
	/	/	/	
Bus. Unit	Account	*Fund	Org	
	/	/	/	\$
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