

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001082455

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 - 07/08/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007057 HARTK GALLARZOC	04ADMN PIO	

Vendor: 0000004339
 POSTMASTER
 1015 RILEY
 FOLSOM CA 95630

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 United States

email:

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	POSTAGE FOR BULK MAIL PERMIT #41	1.00	CHG	15,000.00	15,000.00	07/10/2015

PREPAY

2-WAY MATCH

** PLEASE DELIVER CHECK TO FOLSOM CAMPUS BUSINESS SERVICES **
 NEED TO DEPOSIT CHECK TO USPS ACCOUNT ON OR BEFORE 7/23/15

Sub Total Amount	15,000.00
Sales Tax Amount	0.00
Total PO Amount	15,000.00

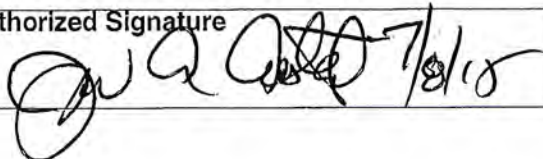
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5810	11	FL.VA.PISO	67100	00000	041A	15,000.00	2016

0001007057KIRKLINK07-JUL-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

Emailed to DO 7/7/15

Vendor: POSTMASTER
1015 RILEY
FOLSOM CA 95630
United States

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798

Business Unit:	GENFD	OPEN
Req ID:	Date	Page
0001007057	07/07/2015	1
Requester		Bldg#
Kristy Hart		PIO
Requester Signature		
Buyer: Christina Gallarzo		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	POSTAGE FOR BULK MAIL PERMIT #41	1	CHG	15,000.00	15,000.00	

Total Requisition Amount: 15,000.00

PREPAY 2-WAY MATCH
DO ACCOUNTING PLEASE DELIVER TO FOLSOM CAMPUS BUSINESS SERVICES
NEED TO DEPOSIT CHECK TO USPS ACCOUNT ON OR BEFORE 7/23/15

<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	5810	11	FL.VA.PISO	67100	00000	041A	15,000.00

Approval Signature	Approval Signature	Approval Signature
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