

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 0001082994
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
08/18/2015	1 - 10/14/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
815733 PLEWS J ROUILLES	01ADMN	

Supplier: 0000034580
 ELITE PARTY RENTALS LLC
 11151 TRADE CENTER DR STE 205
 RANCHO CORDOVA CA 95670

Phone: (916) 852-1225
 Fax: (916) 852-1211

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 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	BANQUET TABLE (55 QTY 6' AND 10 QTY 8')	27.00	EA	7.50	202.50	09/10/2015
2- 1	SAMSONITE FOLDING CHAIR	50.00	EA	1.10	55.00	09/10/2015
3- 1	MAINTENANCE / INSURANCE FEE (5%)	1.00	EA	12.88	12.88	09/10/2015
4- 1	DELIVERY & PICKUP DURING REGULAR HOURS	1.00	EA	60.00	60.00	09/10/2015

PER ESTIMATE# 1729

DELIVER BY NOON ON 09-10-15

PICK UP ON 09-11-15

10-14-15

REVISE LINE 1 QTY FROM (65) TO (27) PER J HARMAN. NEW LINE TOTAL \$202.50.

REVISE LINE 2 QTY FROM (110) TO (50) PER J HARMAN. NEW LINE TOTAL \$55.00.

REVISE LINE 3 UNIT PRICE FROM \$30.43 TO \$12.88 PER J HARMAN. NEW LINE TOTAL \$12.88.

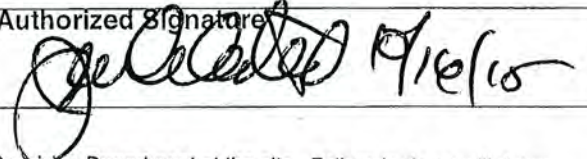
NEW PO TOTAL \$330.38 - SR

DO NOT SEND TO VENDOR

Sub Total Amount	330.38
Sales Tax Amount	0.00
Total PO Amount	330.38

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.

LOS RIOS COMMUNITY COLLEGE DISTRICT

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08/18/2015	1 - 10/14/2015	2
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NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
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Supplier: 0000034580
 ELITE PARTY RENTALS LLC
 11151 TRADE CENTER DR STE 205
 RANCHO CORDOVA CA 95670

Phone: (916) 852-1225
Fax: (916) 852-1211

email:

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 FOLSOM CA 95630-6798
 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
----------	------------------	----------	-----	----------	--------------	----------

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5200	12	FL.VI.VTEA	49990	00000	314D	330.38	2016

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
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Authorized Signature
Authorized Signature
on Total PO
Amount Page

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10/13/15

submitted 10/13/15

Purchase Order / Change Order Request
(One PO per Request)

PO # 0001082994

Request Date: 10/13/15

College/Dept.: FLC/CTE

Vendor Name ELITE PARTY RENTAL

- Decrease Quantity on Line# 1 by 38 (new QTY 27)
- Decrease Quantity on Line# 2 by 60 (new QTY 50)
- Change Unit Price on Line# 3 to 12.88 (decrease of \$17.55)

*Reinst. ONL REQS
after CO posts.*

NEW PO TOTAL = \$330.38

LOS RIOS COMMUNITY COLLEGE DISTRICT

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 11151 TRADE CENTER DR STE 205
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PER ESTIMATE# 1729

DELIVER BY NOON ON 09-10-15

PICK UP ON 09-11-15

Sub Total Amount	698.93
Sales Tax Amount	0.00
Total PO Amount	698.93

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5200	12	FL.VI.VTEA	49990	00000	314D	698.93	2016

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.

ENTERED

Authorized Signature

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LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. 815733
P.O. No.

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

DATE 7/8/15 VENDOR Elite Party Rentals
 ADDRESS 11151 Trade Center Dr. Ste 205
 CITY Rancho Cordova STATE CA ZIP 95670
 E-MAIL elitepartyrentals@att.net
 PHONE 916 852-1225 FAX 916 852-1211

DELIVERY INSTRUCTIONS	
Building Name <u>Gym</u>	
College/District Location <u>FLC</u>	Department <u>CTE</u>
Division <u>AR05</u>	Date Required <u>08/01/15</u>

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<small>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</small>				
1	Rental: Tables 6'	55	ea	7.50	412.50
2	Rental: Tables 8'	10	ea	7.50	75.00
3	Rental: Samonsite Folding chairs	110	ea	1.10	121.-
4	Maintenance/Insurance Fee 5%				30.43
5	Delivery by noon on 9/10/15 &				
6	Pickup on 9/11/15				60.00
7	For CTE Spotlight Night Event on 9/10/15				
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Tax
This purchase is in compliance with the requirements of <u>CTE VTEA</u>		
Program Director/Coordinator Signature <u>Kim Harrrell</u>	For grants/special projects Program Name <u>CTE VTEA</u> Project/Grant Number <u>481C-314D</u>	Total <u>698.93</u>
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: Jeanne Plews 7/8/15
 TYPED/PRINT DATE

REQUESTED BY: Jeanne Plews 7/8/15
 SIGNATURE DATE

AUTHORIZED: Kim Harrrell 7-8-15
 DEAN OR AUTHORIZED SIGNATURE DATE

APPROVED: Suzanne Jenkins 7/28/15
 VICE PRESIDENT, ADMINISTRATION DATE

Bus. Unit	Account	*Fund	Org	Amount
<u>49990</u>	<u>49000/00000/2015</u>	<u>481C</u>	<u>314D</u>	\$ <u>698.93</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
	/	/	/	
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



Elite Party Rentals
 11151 Trade Center Drive Suite 205
 Rancho Cordova, CA 95670
 Phone # 916-852-1225
 Fax # 916-852-1211

Date	Estimate #
7/7/2015	1729

Bill To
Folsom Lake College 10 College Parkway, Folsom, CA 95630 Jene Plews.

Estimate

Deliver To
Folsom Lake College 10 College Parkway, Folsom, CA 95630

Qty	Description	Event Date	9/10/2015
		Rate	Total
65	6' Banquet Tables (55 - 6' and 10- 8')	7.50	487.50
110	Samsonite Folding Chairs	1.10	121.00
	Sub-Total		608.50
	Maintenance/Insurance Fee	5.00%	30.43
	Delivery & Pickup (regular hours)	60.00	60.00

Fifty Percent(50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Linens will be inspected for burns, tears, candle wax, or unusual stains upon return. Chairs and tables are susceptible to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used.

Total	\$698.93
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*We can change the quantity by deadline
deadline is Sept 14th.



Home

Products

About

FAQs

Contact

Categories

Tables and Chairs

Linens and Overlays

Tents - Tent Walls - Tent Leg Drapes

Chinaware and Table Set Items

Glassware: Flatbottom - Stem - Crystal

Flatware - Silverware - Serving Utensils

Serving Pieces for Cold and Hot Food/Drink

Arches - Archways - Roman Columns

Portable Bar and Bar Accessories

Portable Stage and Dance Floors

Presenter/Speaker and Meeting Accessories

Banquet Tables



4' Price Each:

Availability:

6' Price Each: *\$17.50*

Availability:

8' Price Each:

Availability:

Use Contact Form or

Daniel → (916) 852-1225

Planning a wedding, special events or catering for friends and colleagues..?

Elite Party Rentals banquet tables provides lots of space for you to lay out appetizer

Banquet Tables:

4' banquet - 30inw x 4ft (seats four comfortably to max six)

6' banquet - 30inw x 6ft (seats six comfortably to max eight)

8' banquet - 30inw x 8ft (seats eight comfortable to max ten)

We also have nice and elegant table linen, overlays and skirting which will help cla

be sure to ask about Elite Party Rentals delivery and pick up service...!

More Table Options

(916) 8

[Home](#)

[Products](#)

[About](#)

[FAQs](#)

[Contact](#)

Categories

[Tables and Chairs](#)

[Linens and Overlays](#)

[Tents - Tent Walls - Tent Leg Drapes](#)

[Chinaware and Table Set Items](#)

[Glassware: Flatbottom - Stem - Crystal](#)

[Flatware - Silverware - Serving Utensils](#)

[Serving Pieces for Cold and Hot Food/Drink](#)

[Arches - Archways - Roman Columns](#)

[Portable Bar and Bar Accessories](#)

[Portable Stage and Dance Floors](#)

[Presenter/Speaker and Meeting Accessories](#)

Basic Folding Chairs



Price Each: ^{\$}10.10

Availability:

Use Contact Form or call

916-852-1225

EMAILED TO YOU 10/14/15

Thiessen, Levi

From: Haney, Brenda
Sent: Wednesday, October 14, 2015 11:24 AM
To: Thiessen, Levi
Subject: FOR YOUR ACTION_ FW: CHANGE ORDER_ 0001082994 ELITE PARTY RENTALS

Levi – please re-instate online receiver for this PO and email me with RCVR# .

Thank you,
Brenda Haney
Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

RCVR: 0001071004
10/19/15
LMS

From: Rouiller, Suzanne
Sent: Wednesday, October 14, 2015 9:49 AM
To: Harman, Joany <harmanj@flc.losrios.edu>
Cc: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: RE: CHANGE ORDER_ 0001082994 ELITE PARTY RENTALS

Good morning, Ladies,

Changes to PO 1082994 are complete.

Have a great day!

Suzy Rouiller
Buyer III
Purchasing Dept
Los Rios Community College District
P: 916-568-3074
F: 916-568-3145

From: Harman, Joany
Sent: Wednesday, October 14, 2015 8:08 AM
To: FLC-Purchase
Cc: Haney, Brenda
Subject: FW: CHANGE ORDER_ 0001082994 ELITE PARTY RENTALS
Importance: High

Please process.

Thank you,

Joany Harman

Joany Harman
Business Services Supervisor
Folsom Lake College
916-608-6622

harmanj@flc.losrios.edu

From: Haney, Brenda
Sent: Tuesday, October 13, 2015 2:38 PM
To: Harman, Joany
Subject: CHANGE ORDER_ 0001082994 ELITE PARTY RENTALS
Importance: High

PO Decrease.

Thank you,

Brenda Haney

Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Plews, Jeanne
Sent: Tuesday, October 13, 2015 2:15 PM
To: Haney, Brenda <haneyb@flc.losrios.edu>; Thiessen, Levi <ThiessL@flc.losrios.edu>
Subject: RE: FOR YOUR ACTION / CO REQUEST REQUIRED __ 00010082994 ELITE PARTY RENTALS

Brenda,

I apologize for not doing the change order sooner. I have completed it and Kim has signed it. I put a hard copy in the mail to you. (see attached)

Thank you,

Jeanne Plews

Administrative Assistant to Dean of Instruction
Kinesiology, Health, Athletics and Workforce Development

From: Haney, Brenda
Sent: Tuesday, October 13, 2015 12:55 PM
To: Plews, Jeanne <PlewsJ@flc.losrios.edu>; Thiessen, Levi <ThiessL@flc.losrios.edu>
Subject: FOR YOUR ACTION / CO REQUEST REQUIRED __ 00010082994 ELITE PARTY RENTALS
Importance: High

Jeanne – BSO shows no record of a Change Order Request from your Area. Required - whenever you want to make changes to an existing PO.

- If you already submitted one – please email a copy to me today.
- If Not - please use the attached Change Order template – to prepare a your request, and email back to BSO asap.

Thank you,

Brenda Haney

Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Thiessen, Levi
Sent: Monday, October 12, 2015 3:31 PM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: FW: PLEASE ADVISE _ 00010082994 ELITE PARTY RENTALS
FYI

From: Plews, Jeanne
Sent: Monday, October 12, 2015 3:26 PM
To: Thiessen, Levi <ThiessL@flc.losrios.edu>
Subject: RE: PLEASE ADVISE _ 00010082994 ELITE PARTY RENTALS

Levi,
I reduced the quantity on the tables and chair rentals for Sept. 10, 2015. The actual number of tables was 27 and the actual number of chairs was 50.
Thank you for processing.

Jeanne Plews

From: Haney, Brenda
Sent: Tuesday, October 06, 2015 3:41 PM
To: Plews, Jeanne <PlewsJ@flc.losrios.edu>
Subject: PLEASE ADVISE _ 00010082994 ELITE PARTY RENTALS
Importance: High

Jeanne –

- Please confirm if you change or reduce the Size and/or QTY of tables and chairs on this PO with vendor prior to delivery?
- Please confirm what exactly did you receive on 9/10/15?

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu