

# 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 B116307  
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
06/30/2015	1 - 06/03/2016	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006859 RAINESC GALLARZOC	04OPER CUSTODAN	

**Supplier:** 0000036377  
 SUPPLYWORKS  
 650 BRENNAN ST  
 SAN JOSE CA 95131

**Phone:** (408) 324-3249  
**Fax:** (855) 329-2532

**email:** heather.kotil@supplyworks.com

**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	BLANKET PURCHASE ORDER FOR CUSTODIAL SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/15 - 6/30/16	1.00 EA	11,000.00	11,000.00	05/01/2016
2- 1	BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/15 - 6/30/16	1.00 EA	1,000.00	1,000.00	05/01/2016

6/3/16 PER J.HARMAN INCREASE LINE 1 BY \$1,000.00 FOR A NEW LINE TOTAL OF \$11,000.00 AND A NEW PO TOTAL OF \$12,000.00 - NTS

Sub Total Amount	12,000.00
Sales Tax Amount	0.00
Total PO Amount	12,000.00

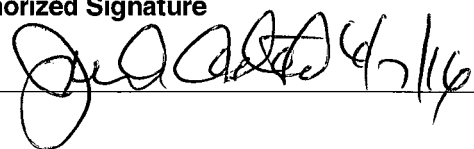
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.CUST	65300	00000	041A	11,000.00	2016

0001006859KIRKLINK10-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.

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

PO # B116307      Request Date: 06/3/16      College/Dept.: FLC/CUST

Vendor Name SUPPLY WORKS

Increase Blanket Purchase Order Line# 1 by \$1000.00

Budget to be charged: GENFD 4500 11 FL.VA.CUST 65300 00000 2016 041A

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

PO # B116307

Request Date: 04/21/16

College/Dept.: FLC/CUST

Vendor Name SUPPLY WORKS

Decrease (Close) Blanket Purchase Order Line# 2 by\$1000.00

Budget to be charged: GENFD 4500 11 FL.VA.CUST 65100 00000 2016 041A

# 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 B116307**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 06/30/2015	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 1006859 RAINESC GALLARZOC		<b>Location / Dept</b> 04OPER CUSTODAN

**Vendor:** 0000036377  
 SUPPLYWORKS  
 650 BRENNAN ST  
 SAN JOSE CA 95131

**Phone:** (408) 324-3249  
**Fax:** (855) 329-2532

**email:** mrodriguez@supplyworks.com

**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	BLANKET PURCHASE ORDER FOR CUSTODIAL SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/15 - 6/30/16	1.00	EA	10,000.00	10,000.00	05/01/2016
2- 1	BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/15 - 6/30/16	1.00	EA	1,000.00	1,000.00	05/01/2016

<b>Sub Total Amount</b>	11,000.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	11,000.00

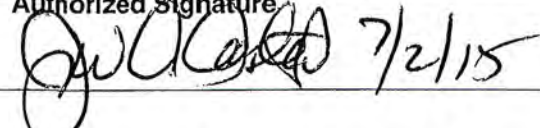
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.CUST	65100	00000	041A	1,000.00	2016
GENFD	4500	11	FL.VA.CUST	65300	00000	041A	10,000.00	2016

0001006859KIRKLINK10-JUN-2015

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<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**  
  
 7/2/15

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:** SUPPLYWORKS  
650 BRENNAN ST  
SAN JOSE CA 95131  
United States

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001006859	Date: 07/01/2015
Page: 1	
<b>Requester:</b> Christopher Raines	<b>Bldg#:</b> CUSTODAN
<b>Requester Signature:</b>	
Buyer: Christina Gallarzo	
Approved: <i>KV 6/10/15</i>	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR CUSTODIAL SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/15 & 6/30/16	1	EA	10,000.00	10,000.00	07/01/2015
2-1	BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/15 & 6/30/16	1	EA	1,000.00	1,000.00	07/01/2015

**Total Requisition Amount:** 11,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	11	FL.VA.CUST	65100	00000	041A	1,000.00
GENFD	4500	11	FL.VA.CUST	65300	00000	041A	10,000.00

*✓ Approved  
Logged 6/11*

Approval Signature	Approval Signature	Approval Signature
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# Los Rios Community College District

## Requisition

Page \_\_\_\_\_ of \_\_\_\_\_

Req. No. <span style="float: right; font-size: 1.2em; color: red;">821505</span>
P.O. No.

Vendor Code <span style="color: red; font-weight: bold;">3173830377</span>
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 6-1-15 VENDOR Supply Works  
 ADDRESS 650 Brennan St  
 CITY San Jose STATE CA ZIP 95131  
 E-MAIL \_\_\_\_\_  
 PHONE 408-324-3249 FAX 855-329-2532

DELIVERY INSTRUCTIONS	
<u>040per 113</u>	
Department Building Location	
<u>FLC maint/cust</u>	<u>FLC</u>
College/District Location	Department
<u>Campus 5th east</u>	<u>FLC</u>
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	<u>65300 Blanket Purchase order For</u>	1	EA	10,000	10,000 ✓
2	<u>custodial supplies as needed For</u>				
3	<u>Folsom Lake College</u>				
4	<u>7-1-15 to 6-30-16</u>				
5					
6	<u>65100 Blanket Purchase order For</u>	1	EA	1,000	1,000 ✓
7	<u>maintenance supplies as needed For</u>				
8	<u>Folsom Lake college</u>				
9	<u>7-1-15 to 6-30-16</u>				
10	<u>Authorized Personnel</u>				
11	<u>Chris Raines, Travis Miller, Chris Cunningham</u>				
12	<u>Levi Thissen, Terry Mulligan</u>				
13					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>			Tax
This purchase is in compliance with the requirements of _____			
Program Name		Total <span style="font-size: 1.2em; color: green;">11,000.00</span>	
For grants/special projects _____		Project/Grant Number _____	
Program Director/Coordinator Signature _____		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: Travis J. Miller TYPED/PRINT DATE 6-2-15

REQUESTED BY: Travis J. Miller SIGNATURE DATE 6-2-15

AUTHORIZED: Chris Raines DEAN OR AUTHORIZED SIGNATURE DATE 6-1-15

APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE \_\_\_\_\_

<u>65100</u>	<u>100000</u>	<u>116</u>	<u>1</u>	<u>FLVA</u>	<u>cust</u>	
Bus. Unit	Account	* Fund	Org			
<u>65300</u>	<u>100000</u>	<u>116</u>	<u>1</u>	<u>0411A</u>	<u>\$ 10,000.00</u>	
Program	Sub-Class	BY	Proj/Grnt	Amount		
<u>65100</u>	<u>100000</u>	<u>116</u>	<u>1</u>	<u>0411A</u>	<u>\$ 1,000.00</u>	
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