

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

PO # B116318

Request Date: 02/29/16

College/Dept.: FLC/AR03

Vendor Name CYNMAR CORP

Close remaining balance on PO.

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 B116318

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/01/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006888 HARTLEYG GALLARZOC	04CYPH112	

Vendor: 0000001330
 CYNMAR CORPORATION
 21709 ROUTE 4 NORTH
 PO BOX 530
 CARLINVILLE IL 62626

Phone: (800) 223-3517
Fax: (800) 754-5154

email: cynmar@cynmar.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 LIFE SCIENCES (BIOLOGY) LAB SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/15 - 5/31/16	1.00	EA	1,000.00	1,000.00	05/01/2016

AUTHORIZED PERSONNEL:
 GARY HARTLEY
 LINDA SANTORO
 LINDA MEROUX

PY BPO B115325

Sub Total Amount	1,000.00
Sales Tax Amount	0.00
Total PO Amount	1,000.00

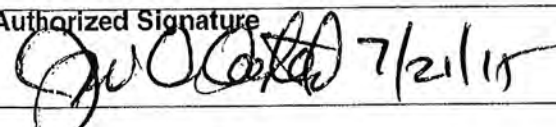
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	04000	00000	700P	1,000.00	2016

0001006888KIRKLINK10-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

 7/21/15

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: CYNMAR CORPORATION
 21709 ROUTE 4 NORTH
 PO BOX 530
 CARLINVILLE IL 62626
 United States

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Business Unit: GENFD OPEN	
Req ID: 0001006888	Date: 07/01/2015
Requester: Gary Hartley	Bldg#: MSE
Requester Signature	
Buyer: Christina Gallarzo	
Approved: <i>[Signature]</i> 6/10/15	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR LIFE SCIENCES (BIOLOGY) LAB SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/15 & 5/31/16	1	EA	1,000.00	1,000.00	07/01/2015

Total Requisition Amount: 1,000.00

NOTE TO PURCHASING:
 ASSIGN B116__PO#
 NO TAX
 AMOUNT ONLY

AUTHORIZED PERSONNEL:
 GARY HARTLEY
 LINDA SANTORO
 LINDA MEROUX

PY BPO B115325

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VI.AR03	04000	00000	700P	1,000.00

✓ Approved
 Logged 6/11

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of Lottery

For grants/special projects 700P

Eligible Instructional Supply.

Name: X [Signature]

Approval Signature	Approval Signature	Approval Signature
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Los Rios Community College District

Requisition

FY 2016

Page 1 of 1

ONLINE

Req. No. 815768

P.O. No. _____

Vendor Code 1330

Approved by / Date _____

Reviewed by / Date _____

Dispatched Method / Date _____

DATE 5-12-15 VENDOR Cynmar Corporation

ADDRESS P.O. Box 530

CITY Carlinville STATE IL ZIP 62626

E-MAIL Cynmar@cynmar.com

PHONE 1-800-223-3517 FAX 1-800-754-5154

DELIVERY INSTRUCTIONS

04 CYPH-112

Building Name

FLC Science

College/District Location Department

Life Sciences 7-1-15

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	Blanket Purchase Order for				
2	Life Sciences (Biology) Lab Supplies				
3					
4	For Folsom Lake College				
5	From 7-1-15 to 5-31-16				
6					
7	For Authorized Personnel:				
8	Gary Hartley				
9	Linda Santoro				
10	Linda Meroux				
11					
12					
13					

2015 JUN -9 A 11:35

FILED BUSINESS SERVICES

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of _____

Lottery

Program Name 700P

Project/Grant Number _____

For grants/special projects _____

Program Director/Coordinator Signature _____

Eligible Instructional Supplies

Program Goal/Objective Number/Explanation _____

Tax _____

Total 1,000

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: Linda Meroux TYPED/PRINT DATE 5-12-15

REQUESTED BY: Linda Meroux SIGNATURE DATE 5-12-15

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 5/28/15

GenFd/ 4300 12/ FL.VI. AR 03

Bus. Unit	Account	*Fund	Org	
<u>04000</u>	<u>100000</u>	<u>12016</u>	<u>700P</u>	\$ <u>1,000</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
	/	/	/	
Bus. Unit	Account	*Fund	Org	
	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

APPROVED: ONLINE VICE PRESIDENT, ADMINISTRATION DATE _____

*** 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