

# 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 B116323  
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 07/01/2015	<b>Revision</b> 1 - 04/22/2016	<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> 1006890 HARTLEY G ROUILLER S		<b>Location / Dept</b> 04CYPH112 MSE

**Supplier:** 0000002283  
 GRAINGER W W INC  
 3691 INDUSTRIAL BLVD  
 WEST SACRAMENTO CA 95691

**Phone:** (916) 372-7800  
**Fax:** (916) 371-9376

**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	BLANKET PURCHASE ORDER FOR LIFE SCIENCES (BIOLOGY) LAB SUPPLIES FOR FOLSOM LAKE COLLEGE	1.00	EA	1,500.00	1,500.00	05/01/2016

VALID FROM 07-01-15 TO 06-30-16

AUTHORIZED PERSONNEL:  
 GARY HARTLEY  
 LINDA SANTORO  
 LINDA MEROUX

FY 14-15 BPO B115327

04-22-16 INCREASE PO BY \$500.00 PER J HARMAN. NEW PO TOTAL \$1,500.00 - SR

<b>Sub Total Amount</b>	1,500.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	1,500.00

**DO NOT SEND TO VENDOR**

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	04000	00000	700P	1,500.00	2016

0001006890KIRKLINK10-JUN-2015

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 # B116323      Request Date: 4/14/16      College/Dept.: Science - Biology  
Vendor Name Grainger

Increase Blanket Purchase Order Line# 1 by      \$500  
Budget to be charged:      GENFD/4300/12/FL.VI.AR03/04000/00000/2016/700P

**FUND 12 Requirement – Complete if adding new department org, or project/grant#:**

Program Name: <i>Lottery</i>	Project/Grant Number: <i>700P</i>
Program Director/Coordinator Signature: <i>J Hartley</i>	<i>4-14-16</i>

OTHER:

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

**PURCHASE ORDER NO B116323**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 07/01/2015	<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> 1006890 HARTLEYG GALLARZOC		<b>Location / Dept</b> 04CYPH112

**Vendor:** 0000002283  
 GRAINGER W W INC  
 3691 INDUSTRIAL BLVD  
 WEST SACRAMENTO CA 95691

**Phone:** (916) 372-7800  
**Fax:** (916) 371-9376

**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	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 B115327

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

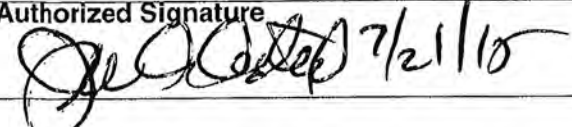
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	04000	00000	700P	1,000.00	2016

0001006890KIRKLINK10-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:** GRAINGER W W INC  
3691 INDUSTRIAL BLVD  
WEST SACRAMENTO CA 95691  
United States

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

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001006890	Date: 07/01/2015
Requester: Gary Hartley	Bldg#: MSE
Requester Signature	
Buyer: Christina Gallarzo	
Approved: <i>[Signature]</i> 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 B115327

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:  [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. 815770

P.O. No. \_\_\_\_\_

Vendor Code  
**2283**

Approved by / Date \_\_\_\_\_

Reviewed by / Date \_\_\_\_\_

Dispatched Method / Date \_\_\_\_\_

DATE 5-12-15 VENDOR Grainger WW, Inc.

ADDRESS 3691 Industrial Blvd,

CITY West Sacramento STATE CA ZIP 95691-3456

E-MAIL grainger-service.grainger.com

PHONE 1-800-472-4643 FAX \_\_\_\_\_

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 May 31, 2016				
6					
7	For Authorized Personnel:				
8					
9	Gary Hartley				
10	Linda Santero				
11	Linda Meroux				
12					
13					

2015 JUN -9 A 11:35  
BUSINESS SERVICES

**Purchases Charged to Categorical Programs, Grants or Special Projects**

This purchase is in compliance with the requirements of \_\_\_\_\_

Program Name Lottery

For grants/special projects \_\_\_\_\_

Project/Grant Number 700P

Program Director/Coordinator Signature \_\_\_\_\_

Program Goal/Objective Number/Explanation Eligible Instructional Supplies

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.

GenEd / 4300 / 12 / FL.VI.ARO3

Bus. Unit	Account	*Fund	Org	
<u>04000</u>	<u>00000</u>	<u>2016</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

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 \_\_\_\_\_

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**