

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 B116324
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/01/2015	1 - 11/16/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006891 HARTLEY G ROUILLER S	04CYPH112 MSE	

Supplier: 0000003944
 NILES BIOLOGICAL
 9298 ELDER CREEK RD
 SACRAMENTO CA 95829

Phone: (916) 386-2665
 Fax: (916) 381-4006

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 SUPPLIES FOR LIFE SCIENCES (BIOLOGY) DEPT AT FOLSOM LAKE COLLEGE	1.00	EA	2,000.00	2,000.00	05/01/2016

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

AUTHORIZED PERSONNEL:
 GARY HARTLEY
 LINDA SANTORO
 LINDA MEROUX

PY BPO B115328

11-16-15 INCREASE PO BY \$1,000.00 PER J HARMAN. NEW PO TOTAL \$2,000.00 - SR

DO NOT SEND TO VENDOR

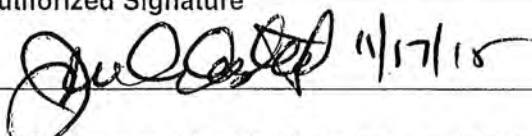
Sub Total Amount	2,000.00
Sales Tax Amount	0.00
Total PO Amount	2,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	04000	00000	700P	2,000.00	2016

0001006891KIRKLINK10-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.

Sub 11/13/15

done 11/16/15

Purchase Order / Change Order Request

PO # B116324

Request Date: 11/13/15

College/Dept.: FLC/BIOLOGY

Vendor Name Niles Biological

- Increase Blanket Purchase Order Line# 1 by \$1,000.00
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>Lotto</i>	Project/Grant Number: <i>700P</i>
Program Director/Coordinator Signature: <i>[Signature]</i>	

LOS RIOS COMMUNITY COLLEGE DISTRICT

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PURCHASE ORDER NO B116324

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	
1006891 HARTLEYG GALLARZOC	04CYPH112	

Vendor: 0000003944
 NILES BIOLOGICAL
 9298 ELDER CREEK RD
 SACRAMENTO CA 95829

Phone: (916) 386-2665
Fax: (916) 381-4006

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

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	BLANKET PURCHASE ORDER FOR LIFE SCIENCES (BIOLOGY) 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 B115328

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

0001006891KIRKLINK10-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


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 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Requisition

Vendor: NILES BIOLOGICAL
 9298 ELDER CREEK RD
 SACRAMENTO CA 95829
 United States

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Business Unit: GENFD OPEN	
Req ID: 0001006891	Date: 07/01/2015
Page 1	
Requester: Gary Hartley	Bldg#: MSE
Requester Signature	
Buyer: Christina Gallarzo	
Approved: <i>GH 6/11/15</i>	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR LIFE SCIENCES (BIOLOGY) 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 B115328

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: G. Hartley

Approval Signature	Approval Signature	Approval Signature
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Los Rios Community College District

Requisition

FY2016

Page 1 of 1

ONL REQ

Req. No. 815772

P.O. No. _____

Vendor Code
3944

Approved by / Date _____

Reviewed by / Date _____

Dispatched Method / Date _____

DATE 5-12-15 VENDOR Niles Biological, Inc.

ADDRESS 9298 Elder Creek Road

CITY Sacramento STATE CA ZIP 95829

E-MAIL ted@nilesbio.com

PHONE 916/386-2665 FAX 916/381-4006

DELIVERY INSTRUCTIONS

04 CYPH-112
Building Name

FLC Science
College/District Location Department

Life Sciences 7-1-15
Division Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, ITEM NUMBER, COLOR & SIZE	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
BUSINESS SERVICES

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of Lottery Program Name

For grants/special projects 700P Project/Grant Number

Program Director/Coordinator Signature [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.

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

REQUESTED BY: [Signature] SIGNATURE DATE 5-12-15

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

GenFd / 4300 / 12 / FL, VI, ARO3

Bus. Unit	Account	*Fund	Org	
<u>04000</u>	<u>100000</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

APPROVED: ONL REQ 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