

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 B116336
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/01/2015	3 - 03/21/2016	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006920 JOHNSON C ROUILLER S	04OPER PRNTSVC	

Supplier: 0000005675
 UNITED STATES POSTAL SERVICE
 CMRS POC
 P O BOX 894715
 LOS ANGELES CA 90189-4715

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

email:

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 POSTAGE FOR FLC NEOPOSTMETER ACCOUNT #07383672	1.00	EA	17,300.00	17,300.00	05/01/2016

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

AUTHORIZED PERSONNEL:
 KATHY BARNES LIGUORI
 ✓ CHRIS RAINES
 LAURA KELLY
 JULIA LIGHT

FY 14-15 BPO B115317

09-01-15 INCREASE BPO BY \$5,800.00 PER J HARMAN. NEW BPO TOTAL \$13,800.00 - SR

03-02-16 INCREASE BPO BY \$3,500.00 PER J HARMAN. NEW BPO TOTAL \$17,300.00 - SR

03-21-16 DELETE COLLEEN JOHNSON FROM AUTHORIZED SIGNER LIST AND ADD CHRIS RAINES PER J HARMAN - SR

Sub Total Amount	17,300.00
Sales Tax Amount	0.00
Total PO Amount	17,300.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5810	11	FL.VA.PRNT	67900	00000	041A	17,300.00	2016

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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PURCHASE ORDER NO B116336 CHANGE ORDER

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 07/01/2015	Revision 2 - 03/02/2016	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1006920 JOHNSONC GALLARZOC		Location / Dept 04OPER PRNTSVC

Supplier: 0000005675
 UNITED STATES POSTAL SERVICE
 CMRS POC
 P O BOX 894715
 LOS ANGELES CA 90189-4715

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

email:

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 POSTAGE FOR FLC NEOPOSTMETER ACCOUNT #07383672	1.00	EA	17,300.00	17,300.00	05/01/2016

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

AUTHORIZED PERSONNEL:
 KATHY BARNES LIGUORI
 COLLEEN JOHNSON
 LAURA KELLY
 JULIA LIGHT

PY BPO B115317

09-01-15 INCREASE BPO BY \$5,800.00 PER J HARMAN. NEW BPO TOTAL \$13,800.00 - SR

03-02-16 INCREASE BPO BY \$3,500.00 PER J HARMAN. NEW BPO TOTAL \$17,300.00 - SR

DO NOT SEND TO VENDOR

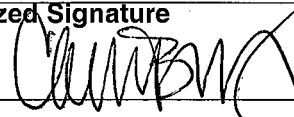
Sub Total Amount	17,300.00
Sales Tax Amount	0.00
Total PO Amount	17,300.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5810	11	FL-VA-PRNT	67900	00000	041A	17,300.00	2016

0001006920KIRKLINK16-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



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

PO # B116336 Request Date: 3/1/16 College/Dept.: FLC/OPER

Vendor Name USPS

Increase Blanket Purchase Order Line# 1 by \$3,500.00

Budget to be charged: GENFD 5810 11 FL.VA.PRNT 67900 00000 2016 041A

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

PO # B116336

Request Date: 8/31/15

College/Dept.: FLC/OPER

Vendor Name USPS

Increase Blanket Purchase Order Line# 1 by \$5800.00
Budget to be charged: GENFD 5810 11 FL.VA.PRNT 67900 00000 2016 041A

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PURCHASE ORDER NO B116336

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	
1006920 JOHNSONC GALLARZOC	04OPER	

Vendor: 0000005675
 UNITED STATES POSTAL SERVICE
 NATIONAL CUSTOMER SUPPORT CENTER
 6060 PRIMACY PKWY, SUITE 201
 MEMPHIS TN 38188-0001

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

email:

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 POSTAGE FOR FLC NEOPOSTMETER ACCOUNT #07383672 7/1/15 - 6/30/16	1.00 EA	8,000.00	8,000.00	05/01/2016

AUTHORIZED PERSONNEL:
 KATHY BARNES LIGUORI
 COLLEEN JOHNSON
 LAURA KELLY
 JULIA LIGHT

PY BPO B115317

Sub Total Amount	8,000.00
Sales Tax Amount	0.00
Total PO Amount	8,000.00

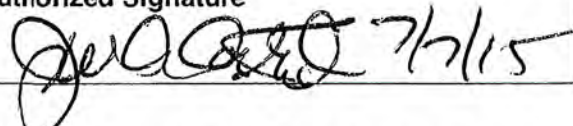
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5810	11	FL.VA.PRNT	67900	00000	041A	8,000.00	2016

0001006920KIRKLINK16-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>

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Authorized Signature


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Requisition

Vendor: UNITED STATES POSTAL SERVICE
 CMRS POC
 P O BOX 894715
 LOS ANGELES CA 90189-4715
 United States

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Business Unit: GENFD OPEN		
Req ID: 0001006920	Date 07/01/2015	Page 1
Requester Colleen R Johnson	Bldg# PRNTSVC	
Requester Signature		
Buyer: Christina Gallarzo		
Approved: <i>ick 6/16/15</i>		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR POSTAGE FOR FLC NEOPOSTMETER ACCOUNT #07383672 7/1/15 & 6/30/16	1	EA	8,000.00	8,000.00	07/01/2015

Total Requisition Amount: 8,000.00

NOTE TO PURCHASING:
 ASSIGN B116__PO#
 NO TAX
 AMOUNT ONLY

AUTHORIZED PERSONNEL:
 KATHY BARNES LIGUORI
 COLLEEN JOHNSON
 LAURA KELLY
 JULIA LIGHT

PY BPO B115317

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5810	11	FL.VA.PRNT	67900	00000	041A	8,000.00

Approval Signature	Approval Signature	Approval Signature
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