

# 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 B116338 CHANGE ORDER

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/01/2015	1 - 02/19/2016	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006922 HARTLEY G ROUILLER S	04CYPH112 SME	

**Supplier:** 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 SUPPLIES, CHEMICALS AND GLASSWARE FOR FOLSOM LAKE COLLEGE CHEMISTRY DEPT	1.00	EA	2,000.00	2,000.00	05/01/2016

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

AUTHORIZED PERSONNEL:  
JEANNE HINTZE  
GARY HARTLEY  
LINDA SANTORO

FY15 BPO B115353

02-19-16 DECREASE PO BY \$500.00 AND REMOVE TINA SAAD AS AUTHORIZED SIGNER PER J HARMAN. NEW PO  
TOTAL \$2,000.00 - SR

Sub Total Amount  
Sales Tax Amount  
Total PO Amount

2,000.00
0.00
2,000.00

**DO NOT SEND TO VENDOR**

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	2,000.00	2016

0001006922KIRKLINK16-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)

FLC BUSINESS SERVICES

PO # B116338

Request Date: 1/26/16

College/Dept.: FLC/Chem

Vendor Name: Cynmar

2016 FEB 19 P 12:29

X Decrease Blanket Purchase Order Line# by \$500.00

X Delete Authorized Signer: Tina Saad

☐ Change Budget Information on ☐ All Lines, OR ☐ Line(s) # to

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

Program Name: Lottery Eligible Instructional Material	Project/Grant Number: 700P
Program Director/Coordinator Signature: <i>G. Bartley</i> 2-10-16	

OTHER: Please return funds to Budget: GENFD 4300 12 FL.VI.AR03 19050 00000 2016 700 P

*M. Padol*

*submitted 2/19/16*

*OK*  
*Open ENC 45*  
*993-45*  
*2/19/16*  
*as of 2/19/16*  
*prods*

*OK JHB*

**Haney, Brenda**

**From:** Hartley, Gary  
**Sent:** Thursday, January 28, 2016 10:02 AM  
**To:** Hintze, Jeanne; Santoro, Linda  
**Cc:** Haney, Brenda  
**Subject:** RE: Change order decreases to Grainger B116341, Cynmar B116338 and Increase to Flinn Sci B116340

Approved! Thanks, Brenda and Jeanne.

*Low signed COs from  
VPI 2/9/16.*

**From:** Hintze, Jeanne  
**Sent:** Tuesday, January 26, 2016 4:01 PM  
**To:** Hartley, Gary <hartleg@flc.losrios.edu>; Santoro, Linda <santorl@flc.losrios.edu>  
**Cc:** Haney, Brenda <haneyb@flc.losrios.edu>  
**Subject:** Change order decreases to Grainger B116341, Cynmar B116338 and Increase to Flinn Sci B116340

Gary,  
Please send to Brenda Haney indicating approval, forwarding this to include the attached change orders?  
I have also indicated to remove Tina Saad as authorized signature.

Brenda,  
The attached change orders are to decrease:

Grainger B116341 by \$750 ✓

Cynmar B116338 by \$500 ✓

*submitted 2/9/16*

And then Increase Flinn Sci B116340 by \$1500.00 (also using part of the still some unencumbered funds).

All the above are on Budget string: GENFD 4300 12 FL.VI.AR03 19050 00000 2016 700P

Thank you,  
Jeanne

*Julie B ✓*

PS to Brenda: Tina Saad resigned as of 1/11/2016.



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**PURCHASE ORDER NO**

**B116338**

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	
1006922 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 SUPPLIES, CHEMICAL, GLASSWARE FOR FOLSOM LAKE COLLEGE CHEMISTRY DEPARTMENT 7/1/15 - 5/31/16	1.00	EA	2,500.00	2,500.00	05/01/2016

AUTHORIZED PERSONNEL:  
JEANNE HINTZE  
TINA SAAD  
GARY HARTLEY  
LINDA SANTORO

PY BPO B115353

Sub Total Amount  
Sales Tax Amount  
Total PO Amount

2,500.00
0.00
2,500.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	2,500.00	2016

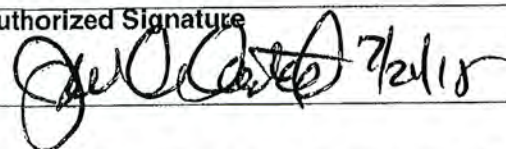
0001006922KIRKLINK16-JUN-2015

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:** 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: <b>GENFD</b>		<b>OPEN</b>
Req ID: 0001006922	Date: 07/01/2015	Page: 1
Requester: Gary Hartley		Bldg#: SME
Requester Signature		
Buyer: Christina Gallarzo		
Approved: <i>KK 6/20/15</i>		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR SUPPLIES, CHEMICAL, GLASSWARE FOR FOLSOM LAKE COLLEGE CHEMISTRY DEPARTMENT 7/1/15 to 5/31/16	1	EA	2,500.00	2,500.00	07/01/2015

Total Requisition Amount: 2,500.00

NOTE TO PURCHASING:  
ASSIGN B116\_\_\_PO#  
NO TAX  
AMOUNT ONLY

AUTHORIZED PERSONNEL:  
JEANNE HINTZE  
TINA SAAD  
GARY HARTLEY  
LINDA SANTORO

PY BPO B115353

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	2,500.00

Purchases Charged to Catagorical Programs, Grants or Special Project.	
This purchase is in compliance with the requirement of <u>Lottery</u>	
For grants/special projects <u>700P</u>	
Name: <i>[Signature]</i>	

Approval Signature	Approval Signature	Approval Signature
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FY15/16

# Los Rios Community College District

## Requisition

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

Req. No. **808435**

P.O. NO.

Vendor Code

**1330**DATE **6/9/15**

Approved by / Date

VENDOR **Cynmar Corporation**

Reviewed by / Date

ADDRESS **21709 Route 4 P.O. Box 530**

Dispatched Method / Date

CITY **Carlinville** STATE **IL** ZIP **62626-0530**PHONE **800-223-3517** FAXemail: **customerservice@cynmar.com**

## DELIVERY INSTRUCTIONS

**04 CYPH 112**

Location Code

**FLC Chemistry**

College/District Location

Department

**Inst. Tech 6/30/16**

Division

Date Required

ITEM	DESCRIPTION (no spaces)	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. <b>DO NOT USE A SECOND REQUISITION.</b>				
1	Blanket P.O. for FLC Chemistry Dept.				2500-
2	for supplies, chemicals, glassware				
3					
4	Valid dates 7/1/15 to 5/31/16				
5					
6	Authorized Personnel: Jeanne Hintze				
7	Tina Saad				
8	Gary Hartley				
9	Linda Santoro				
10					
11					
12	BPO for FY 15/16 was # B115353				
13					

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

This purchase is in compliance with the requirements of

Program Name

**Lottery 700 P**

For grants/special projects

Project/Grant Number

Program Director/Coordinator Signature

Sales Tax

Total

**2500-****Eligible Instructional Materials**

Program Goal/Objective Number/Explanation

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

**Jeanne Hintze** **6/9/15**  
REQUESTED BY: TYPED/PRINT DATE

**Jeanne Hintze** **6/9/15**  
REQUESTED BY: SIGNATURE DATE

**Jeanne Hintze** **6/11/15**  
AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

## Instructions on Reverse

GS #127 08/12

District Office: WhiteCollege Requesting: YellowRequestor: PinkArea Dean: Goldenrod

**GENFD 4300/12 / FL.VI.ARG3**

Bus. Unit	Account	* Fund	Org	
19050/000042016	700P	\$	2500-	

Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	

Bus. Unit	Account	* Fund	Org	
/	/	/	/	\$

Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	

\* Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code \_\_\_\_\_ Dept. \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_