

# 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 B116341 CHANGE ORDER

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 07/01/2015	<b>Revision</b> 2 - 05/10/2016	<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> 1006926 HARTLEY G ROUILLER S		<b>Location / Dept</b> 04CYPH112 SME

**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 SUPPLIES, CHEMICALS AND GLASSWARE FOR FOLSOM LAKE COLLEGE CHEMISTRY DEPARTMENT	1.00 EA	48.00	48.00	05/01/2016

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

AUTHORIZED PERSONNEL:  
 JEANNE HINTZE  
 GARY HARTLEY  
 LINDA SANTORO

FY15 BPO B115355

02-19-16 DECREASE PO BY \$750.00 AND REMOVE TINA SAAD AS AUTHORIZED SIGNER PER J HARMAN. NEW PO TOTAL \$250.00 - SR

05-10-16 DECREASE PO BY \$202.00 PER J HARMAN. NEW PO TOTAL \$48.00 - SR

**DO NOT SEND TO VENDOR**

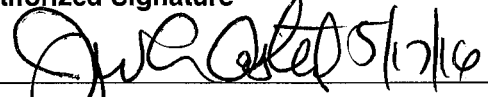
<b>Sub Total Amount</b>	48.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	48.00

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	48.00	2016

0001006926KIRKLINK16-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**

PO # B116341      Request Date: 5/9/16      College/Dept.: FLC Chemistry  
Vendor Name GRAINGER

Decrease Blanket Purchase Order Line# 1 by    \$202.00

Requested by Jeanne Hintze/Gary Hartley

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

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**PURCHASE ORDER NO B116341  
 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	
1006926 HARTLEY G ROULLER S	04CYPH112 SME	

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

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

**email:**

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 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 DEPARTMENT	1.00	EA	250.00	250.00	05/01/2016

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

AUTHORIZED PERSONNEL:  
 JEANNE HINTZE  
 GARY HARTLEY  
 LINDA SANTORO

FY15 BPO B115355

02-19-16 DECREASE PO BY \$750.00 AND REMOVE TINA SAAD AS AUTHORIZED SIGNER PER J HARMAN. NEW PO TOTAL \$250.00 - SR

Sub Total Amount	250.00
Sales Tax Amount	0.00
Total PO Amount	250.00

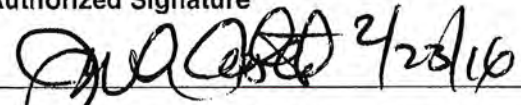
**DO NOT SEND TO VENDOR**

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	250.00	2016

0001006926KIRKLINK16-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)

*Submitted 2/19/16*  
FLC BUSINESS SERVICES  
2016 FEB 19 P 12: 29

PO # **B116341** Request Date: 1/26/16 College/Dept.: FLC/Chem  
Vendor Name: **Grainger**

X Decrease Blanket Purchase Order Line# by \$\$750.00 ✓

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:	<i>Lottery Eligible Instructional Material</i>	Project/Grant Number:	<i>700P</i>
Program Director/Coordinator Signature:	<i>L Hartley/ls</i>		
			<i>2-10-16</i>

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

*m Pactor*

*OK  
Open Enc  
952.1421916  
os of 2/19/16  
Pndg  
Pmt.*

*OK  
JH*

**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 OS from VPI 2/19/16.*

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**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 2/19/16*

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

*Jules B*

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

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**PURCHASE ORDER NO B116341**

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> 1006926 HARTLEYG GALLARZOC		<b>Location / Dept</b> 04CYPH112

**Vendor:** 000002283  
 GRAINGER W W INC  
 3691 INDUSTRIAL BLVD  
 WEST SACRAMENTO CA 95691

**Phone:** (916) 372-7800  
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**Bill To:** 1919 Spanos Court  
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 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, GLASSWARE FOR FOLSOM LAKE COLLEGE CHEMISTRY DEPARTMENT 7/1/15 -5/31/1	1.00	EA	1,000.00	1,000.00	05/01/2016

**AUTHORIZED PERSONNEL:**  
 JEANNE HINTZE  
 TINA SAAD  
 GARY HARTLEY  
 LINDA SANTORO

PY BPO B115355

<b>Sub Total Amount</b>	1,000.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	1,000.00


BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	1,000.00	2016

0001006926KIRKLINK16-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:** 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: 0001006926	Date: 07/01/2015
Requester: Gary Hartley	Bldg#: SME
Requester Signature	
Buyer: Christina Gallarzo	
Approved: <i>KK 7/1/15</i>	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR SUPPLIES, CHEMICALS, GLASSWARE FOR FOLSOM LAKE COLLEGE CHEMISTRY DEPARTMENT 7/1/15 & 5/31/1	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:  
 JEANNE HINTZE  
 TINA SAAD  
 GARY HARTLEY  
 LINDA SANTORO

PY BPO B115355

BU	Acct	Fd	Org	Prog	Sub	Proi	Amount
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	1,000.00

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of Lottery

For grants/special projects 700P

Name: *G. Hartley*

Approval Signature	Approval Signature	Approval Signature
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FY 15/16

# Los Rios Community College District Requisition

DM Req

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

Req. No.	<b>808438</b>
P.O. NO.	

Vendor Code	DATE <u>6-9-15</u>
Approved by / Date	VENDOR <u>Grainger, WW, Inc.</u>
Reviewed by / Date	ADDRESS <u>3891 Industrial Blvd</u>
Dispatched Method / Date	CITY <u>West Sacramento</u> STATE <u>CA</u> ZIP <u>95691</u>
	PHONE <u>916-372-7800</u> FAX <u>916-371-9376</u>

DELIVERY INSTRUCTIONS	
<u>04 CYPH 112</u>	
Location Code	<u>FLC Chemistry</u>
College/District Location	<u>Instru &amp; Tech</u>
Department	<u>6/30/16</u>
Division	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<i>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</i>				
1	<u>Blanket P.O. for glassware chemicals</u>				<u>1000</u>
2	<u>and supplies for FLC Chemistry Dept</u>				
3					
4	<u>Valid dates 7/1/15 to 5/31/16</u>				
5					
6	<u>Authorized personnel: Jeanne Hintze</u>				
7	<u>Tina Saad</u>				
8	<u>Linda Santos</u>				
9	<u>Gary Hartley</u>				
10					
11					
12	<u>BPO for FY 14/15 was B115 355</u>				
13					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>		Sales Tax
This purchase is in compliance with the requirements of <u>Lottery</u>		
Program Director/Coordinator Signature <u>[Signature]</u>	Program Name <u>Lottery</u>	
For grants/special projects <u>Eligible Instructional Materials</u>	Project/Grant Number <u>700P</u>	
Program Goal/Objective Number/Explanation		<b>Total</b> <u>1000</u>

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.

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

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

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 6/10/15

APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE \_\_\_\_\_

<u>GENFD 4300 12 / FL.VI.AR03</u>				
Bus. Unit	Account	* Fund	Org	
<u>19050</u>	<u>0000</u>	<u>12016</u>	<u>700P</u>	<u>\$ 1000</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
	<u>/</u>	<u>/</u>	<u>/</u>	
Bus. Unit	Account	* Fund	Org	
	<u>/</u>	<u>/</u>	<u>/</u>	<u>\$</u>
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. \_\_\_\_\_

**Instructions on Reverse**