

# 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 B116342**

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> 1006928 HARTLEYG GALLARZOC		<b>Location / Dept</b> 04CYPH112

**Vendor:** 0000005072  
 SIGMA-ALDRICH INC  
 ALDRICH CHEMICAL  
 P O BOX 2060  
 MILWAUKEE WI 53201  
  
**Phone:** (800) 325-3010  
  
**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, GLASSWARE FOR FOLSOM LAKE COLLEGE CHEMISTRY DEPARTMENT 7/1/15 -5/31/16	1.00	EA	1,000.00	1,000.00	05/01/2016

AUTHORIZED PERSONNEL:  
 JEANNE HINTZE  
 TINA SAAD  
 GARY HARTLEY  
 LINDA SANTORO

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	19050	00000	700P	1,000.00	2016

0001006928KIRKLINK16-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**  


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:** SIGMA-ALDRICH INC  
3050 SPRUCE STREET  
SAINT LOUIS MO 63103  
United States

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

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001006928	Date: 07/01/2015
Requester: Gary Hartley	Bldg#: SME
Requester Signature	
Buyer: Christina Gallarzo	
Approved: <i>Ka Lebelis</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 & 5/31/16	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:  
JEANNE HINTZE  
TINA SAAD  
GARY HARTLEY  
LINDA SANTORO

<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	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 Latterly

For grants/special projects 700P

Name: *[Signature]*

Approval Signature	Approval Signature	Approval Signature
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FY/15/16

# Los Rios Community College District Requisition

Req. No. **815780**  
P.O. No.

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

Vendor Code  
**5072**

Approved by / Date

Reviewed by / Date

Dispatched Method / Date

DATE **6-9-15** VENDOR **Sigma Aldrich**  
 ADDRESS **3050 Spruce Street**  
 CITY **Saint Louis** STATE **MO** ZIP **63103**  
 E-MAIL \_\_\_\_\_  
 PHONE **800-325-3910** FAX **800-325-5052**

DELIVERY INSTRUCTIONS  
**04 CYPH 112**  
 Building Name  
**FLC Chemistry**  
 College/District Location Department  
**Instru Tech 6/30/15**  
 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 P.O. for FLC Chemistry Dept's				1000
2	Supplies, chemicals, and glassware				
3					
4	Valid dates: 7/1/15 to 6/30/15				
5					
6	Authorized personnel: <b>Jeanne Hintze</b>				
7	<b>Tina Suad</b>				
8	<b>Linda Santoro</b>				
9	<b>Gary Hartley</b>				
10					
11					
12					
13					

**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 **[Signature]**  
 Program Goal/Objective Number/Explanation **Eligible Instructional Material**  
 Tax \_\_\_\_\_  
 Total **1000**

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: **Jeanne Hintze** TYPED/PRINT DATE **6-9-15**  
 REQUESTED BY: **[Signature]** SIGNATURE DATE **6/9/15**  
 AUTHORIZED: **[Signature]** DEAN OR AUTHORIZED SIGNATURE DATE **6/11/15**

**GENFD 4300 12 / FL.VI.AR03**

Bus. Unit	Account	*Fund	Org	
<b>19050</b>	<b>00000</b>	<b>2015</b>	<b>700P</b>	\$ <b>1000</b>
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 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. \_\_\_\_\_

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

**Instructions on Reverse**