

# 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 B116343  
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 07/01/2015	<b>Revision</b> 1 - 05/20/2016	<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> 1006929 HARTLEY G ROULLER S		<b>Location / Dept</b> 04CYPH112 SME

**Supplier:** 0000005843  
 VWR SCIENTIFIC  
 INTERNATIONAL LLC  
 3745 BAYSHORE BLVD SUITE D  
 BRISBANE CA 94005

**Phone:** (800) 932-5000  
**Fax:** (866) 329-2897

**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	3,333.00	3,333.00	05/01/2016

AUTHORIZED PERSONNEL:  
 JEANNE HINTZE  
 TINA SAAD  
 GARY HARTLEY  
 LINDA SANTORO

PY BPO B115357

05-20-16 INCREASE PO BY \$33.00 PER J HARMAN. NEW PO TOTAL \$3,333.00 - SR

**DO NOT SEND TO VENDOR**

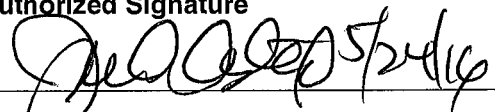
<b>Sub Total Amount</b>	3,333.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	3,333.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	3,333.00	2016

0001006929KIRKLINK16-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 # B116343

Request Date: 05/13/16

College/Dept.: FLC/CHEM

Vendor Name VWR

Increase Blanket Purchase Order Line# 1 by \$33.00

Budget to be charged: GENFD 4300 12 FL.VI.AR03 19050 00000 2016 700P

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

**PURCHASE ORDER NO B116343**

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> 1006929 HARTLEYG GALLARZOC		<b>Location / Dept</b> 04CYPH112

**Vendor:** 0000005843  
 VWR SCIENTIFIC  
 INTERNATIONAL LLC  
 3745 BAYSHORE BLVD SUITE D  
 BRISBANE CA 94005

**Phone:** (800) 932-5000  
**Fax:** (866) 329-2897

**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	3,300.00	3,300.00	05/01/2016

AUTHORIZED PERSONNEL:  
 JEANNE HINTZE  
 TINA SAAD  
 GARY HARTLEY  
 LINDA SANTORO

PY BPO B115357

Sub Total Amount	3,300.00
Sales Tax Amount	0.00
Total PO Amount	3,300.00

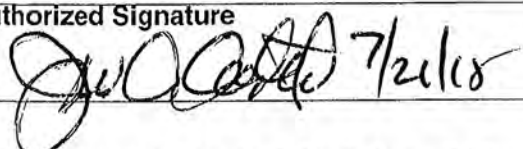
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	3,300.00	2016

0001006929KIRKLINK16-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:** VWR SCIENTIFIC  
INTERNATIONAL LLC  
3745 BAYSHORE BLVD SUITE D  
BRISBANE CA 94005  
United States

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

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001006929	Date: 07/01/2015
Requester: Gary Hartley	Bldg#: SME
Requester Signature	
Buyer: Christina Gallarzo	
Approved: <i>[Signature]</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	3,300.00	3,300.00	07/01/2015

**Total Requisition Amount:** 3,300.00

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

AUTHORIZED PERSONNEL:  
JEANNE HINTZE  
TINA SAAD  
GARY HARTLEY  
LINDA SANTORO

PY BPO B115357

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VI.AR03	19050	00000	700P	3,300.00

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

This purchase is in compliance with the requirement of Lettery

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

ONLY REQ

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

Req. No. **815785**

P.O. No.

Vendor Code  
**5843**

Approved by / Date

Reviewed by / Date

Dispatched Method / Date

DATE 6/9/15 VENDOR VWR

ADDRESS 3745 Brisbane Blvd Suite D

CITY Brisbane STATE CA ZIP 94005

E-MAIL \_\_\_\_\_

PHONE 800-932-5000 FAX 866-329-2897

DELIVERY INSTRUCTIONS  
**04 CYPH 112**

Building Name  
**FLC Chemistry**

College/District Location  
**Instru & Tech**

Department  
**6/30/16**

Division \_\_\_\_\_ Date Required \_\_\_\_\_

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, ITEM NUMBER, COLOR & SIZE	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	Blanket Purchase order for supplies,				3300
2	chemicals, and glassware for				
3	FLC Chemistry Department				
4					
5	Valid dates 7/1/15 to 5/31/16				
6					
7	Authorized personnel: Jeannette Hintze				
8	Tina Saad				
9	Linda Santoro				
10	Gary Hartley				
11					
12	BPO for FY14/15 was B115357				
13					

**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

Program Director/Coordinator Signature \_\_\_\_\_ Project/Grant Number \_\_\_\_\_

Eligible Instructional Material

Program Goal/Objective Number/Explanation \_\_\_\_\_

Tax \_\_\_\_\_

Total **3300**

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: Jeannette Hintze TYPED/PRINT DATE 6/9/15

REQUESTED BY: Jeannette Hintze 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	
19050	00000	2016	700P	\$ 3300
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	/
Bus. Unit	Account	*Fund	Org	
/	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	/

APPROVED: \_\_\_\_\_ 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**