

# 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 B116345  
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 07/01/2015	<b>Revision</b> 4 - 06/14/2016	<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> 1006993 HARMAN J ROUILLER S		<b>Location / Dept</b> 04ADMN ADMIN

**Supplier:** 0000007040  
 AMERICAN EXPRESS  
 TRAVEL RELATED SERVICES CO INC  
 P O BOX 360001  
 FORT LAUDERDALE FL 33336-0001

**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

<u>Tax Exempt?</u> N	<u>Line-Sch</u>	<u>Item/Description</u>	<u>Quantity UOM</u>	<u>PO Price</u>	<u>Extended Amt</u>	<u>Due Date</u>
	1- 1	BLANKET PURCHASE ORDER FOR FLC, EDC AND RCC TRAVEL EXPRESS# ENDING IN 31066	1.00EA	9,000.00	9,000.00	05/01/2016

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

AUTHORIZED PERSONNEL:  
 KATHLEEN KIRKLIN  
 JOAN HARMAN

FY 14-15 BPO B115680

04-22-16 INCREASE PO BY \$2,000.00 PER J HARMAN. NEW PO TOTAL \$6,000.00 - SR

06-14-16 INCREASE PO BY \$3,000.00 PER J.HARMAN. NEW PO TOTAL \$9,000.00 - NS


<b>Sub Total Amount</b>	9,000.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	9,000.00

<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	5200	11	FL.VA.BSOF	60100	00000	042I	9,000.00	2016

0001006993KIRKLINK26-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)

PO # B116345

Request Date: 6/14/16

College/Dept.: FLC/BSO

Vendor Name AMERICAN EXPRESS

Increase Blanket Purchase Order Line# 1 by \$3,000.00

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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## PURCHASE ORDER NO B116345 CHANGE ORDER

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b>	<b>Revision</b>	<b>Page</b>
07/01/2015	3 - 04/22/2016	1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>		<b>Location / Dept</b>
1006993 HARMAN J ROUILLER S		04ADMN ADMIN

**Supplier:** 0000007040  
 AMERICAN EXPRESS  
 TRAVEL RELATED SERVICES CO INC  
 P O BOX 360001  
 FORT LAUDERDALE FL 33336-0001

**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 FLC, EDC AND RCC TRAVEL EXPRESS# ENDING IN 31066	1.00 EA	6,000.00	6,000.00	05/01/2016

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

AUTHORIZED PERSONNEL:  
 KATHLEEN KIRKLIN  
 JOAN HARMAN

FY 14-15 BPO B115680

04-22-16 INCREASE PO BY \$2,000.00 PER J HARMAN. NEW PO TOTAL \$6,000.00 - SR

**DO NOT SEND TO VENDOR**

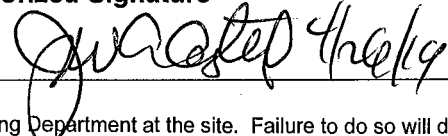
<b>Sub Total Amount</b>	6,000.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	6,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5200	11	FL.VA.BSOF	60100	00000	0421	6,000.00	2016

0001006993KIRKLINK26-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 # B116345

Request Date: 04/21/16

College/Dept.: FLC/BSO

Vendor Name AMERICAN EXPRESS

Increase Blanket Purchase Order Line# 1 by \$2,000.00

Budget: GENFD 5200 11 FL.VA.BSOF 60100 00000 2016 042I

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO

B116345

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/01/2015	1 - 07/07/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006993 HARMANJ GALLARZOC	04ADMN ADMIN	

Vendor: 0000007040  
 AMERICAN EXPRESS  
 TRAVEL RELATED SERVICES CO INC  
 P O BOX 360001  
 FORT LAUDERDALE FL 33336-0001

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 FLC, EDC, RCC TRAVEL EXPRESS # ENDING IN 31066 FOR 7/1/15 - 5/31/16	1.00	EA	4,000.00	4,000.00	05/01/2016

AUTHORIZED PERSONNEL:  
 KATHLEEN KIRKLIN  
 JOAN HARMAN

PY BPO B115680

Sub Total Amount	4,000.00
Sales Tax Amount	0.00
Total PO Amount	4,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5200	11	FL.VA.BSOF	60100	00000	042I	4,000.00	2016

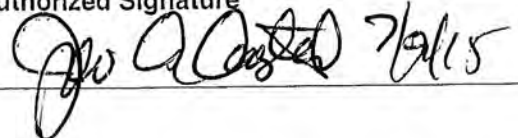
0001006993KIRKLINK26-JUN-2015

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:** AMERICAN EXPRESS  
 TRAVEL RELATED SERVICES CO INC  
 P O BOX 360001  
 FORT LAUDERDALE FL 33336-0001  
 United States

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

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001006993	Date: 07/01/2015
Requester: Joany Harman	Bldg#: ADMIN
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 FOR FLC, EDC, RCC TRAVEL EXPRESS # 3782-937268-31066 FOR 7/1/15 & 5/31/16	1	EA	4,000.00	4,000.00	07/01/2015

Total Requisition Amount: 4,000.00

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

AUTHORIZED PERSONNEL:  
 KATHLEEN KIRKLIN  
 JOAN HARMAN

PY BPO B115680

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5200	11	FL.VA.BSOF	60100	00000	042I	4,000.00

Approval Signature	Approval Signature	Approval Signature
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