



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: B. WEST MARKETING GROUP, INC. 9274 MADISON AVE ORANGEVALE, CA 95662 - 5858	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Additional Lady's Polo Shirt	1	EA			27.70
2	Inv. # 10633					
3						
4						
5						
6						
7						
8						
9	Shipping					16.81
10						

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of: <u>OBSERVATORY</u> Program Name For grants/special projects Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL		
	SALES TAX	7.5	2.08
	TOTAL (Not to Exceed \$200.00)		46.59

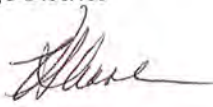
VENDOR: Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$200.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I/WE 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.

Received by _____ Date _____

REQUESTED BY: <u>Vonnie Shore</u>	TYPED/PRINT	DATE	Bus. Unit	Account	Fund	Org	
<u>Vonnie Shore</u>		5/6/16	6 ENPR	4500	11	FL.VI. ELDO	
REQUESTED BY: <u>[Signature]</u>	SIGNATURE	DATE	Program	Sub-Class	BY	Proj/Grnt	Amount
<u>[Signature]</u>		5/10/16					\$ 46.59
APPROVED: <u>[Signature]</u>	DEAN OR OTHER AUTHORIZED SIGNATURE	DATE	Bus. Unit	Account	Fund	Org	
<u>[Signature]</u>		5/12/16					\$
APPROVED: _____	VICE PRESIDENT, ADMINISTRATION	DATE	Program	Sub-Class	BY	Proj/Grnt	Amount

MEMO

Date: May 9, 2016
To: Business Services/Los Rios Community College District
From: Vonnie Shane, FLC/Administrative Assistant 
Subject: Invoice #10633/B. West Marketing Group, Inc.

The attached LPO (F2632) will pay for the remaining balance due to B. West Marketing Group, Inc. in the amount of \$46.59. A requisition (#1007693) was prepared for the purchase of 30 shirts on February 8, 2016 for the Community Observatory's 10th Anniversary celebration. The order was fulfilled, the shirts were delivered and the invoice was paid. However, we learned that upon discovering that they were in need of one more shirt, the chief docent contacted the vendor "at the last minute" to add one additional shirt to our original order. That request was placed in time for the extra shirt to arrive with the others but did result in an extra invoice which needs to be paid.

Thank you for processing the attached LPO in order to pay the vendor in full. Please contact me if you have any questions.

B. West Marketing Group, Inc.
 9276 Madison Avenue
 Orangevale, CA 95662-5858



Invoice	
DATE	INVOICE #
2/17/2016	10633

916.987.9033 / 530.677.9033 Fax: 916.987.9063

BILL TO
Community Observatory Charlie Coburn 6699 Campus Drive Placerville, CA 95667

SHIP TO
Community Observatory Charlie Coburn 6699 Campus Drive Placerville, CA 95667

www.bwestmktg.com sales@bwestmktg.com

B. West Est #	Client P.O. #	Terms	Ship Date	VIA	FOB	B. West P.O.
		Due on recei...				1661 Polo Shirts
DESCRIPTION			QTY ORD	QTY SHIP	PRICE	EXTENDED
Additional Ladies Polo Shirt			1	1	27.70	27.70T
Shipping					16.81	16.81
Sales Tax					7.50%	2.08
					Total	\$46.59
Please make checks payable to: B. West Marketing Group, Inc. We appreciate your business					Balance Due	\$46.59