



**LIMITED PURCHASE ORDER**

(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> Sondra Lee <del>103 Baldwin Lake Circle</del> <del>Folsom, CA 95630</del> <i>CFO FLC BSO Employee Reimbursement</i>	<b>DELIVERY INSTRUCTIONS:</b> <input checked="" type="checkbox"/> Deliver to Address Below <input type="checkbox"/> Will Call <i>FLC (Check one) BSO will call</i>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Mailing for delivery by Mon. 3/28					\$ 8.57
2	large envelope containing					
3	Institutional Eligibility Decision-					
4	FLC (OPE ID 03871300) to					
5	US Dept of Education in San Francisco					
6						
7						
8						
9						
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of:  Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL	
	SALES TAX	
	<b>TOTAL</b> (Not to Exceed \$200.00)	<b>\$ 8.57</b>

**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>Sondra Lee</u> TYPED/PRINT DATE: <u>3/24/16</u>	Bus. Unit: <u>GENFD</u> Account: <u>5810</u> Fund: <u>12</u> Org: <u>FL.VS.FAOF</u>
REQUESTED BY: <u>Sondra Lee</u> SIGNATURE DATE: <u>3/24/16</u>	Program: <u>64600</u> Sub-Class: <u>00000</u> BY: <u>2016</u> Proj/Grnt: <u>438A</u> Amount: <u>\$ 8.57</u>
APPROVED: <u>Rachael Rosenthal</u> DEAN OR OTHER AUTHORIZED SIGNATURE DATE: <u>4/1/16</u>	Bus. Unit: / Account: / Fund: / Org: /
APPROVED: <u>Matthew Suklin</u> VICE PRESIDENT, ADMINISTRATION DATE: <u>4/12/16</u>	Program: / Sub-Class: / BY: / Proj/Grnt: / Amount: \$

The UPS Store - #4366  
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03/24/16 01:00 PM

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001 001040 (001) \$ 8.57  
Ground Commercial  
Tracking# 1Z209EA10356917566

SubTotal \$ 8.57  
Total \$ 8.57

VISA \$ 8.57  
ACCOUNT NUMBER \* \*\*\*\*\*8333  
Appr Code: (S) Sale

Receipt ID 83091118609376888850 001 Items  
CSH: EVELYN Tran: 3158 Reg: 001

Online: [theupsstorelocal.com/4366](http://theupsstorelocal.com/4366)  
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# Shipment Receipt: Page #1 of 1

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SHIP DATE:  
THUR 24 MAR 2016

EXPECTED DELIVERY DATE:  
FRI 25 MAR 2016 EOD  
SHIP FROM:  
PRESIDENTS OFFICE  
FOLSOM LAKE COLLEGE  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

(916) 608-6572

SHIP TO:  
U.S DEPARTMENT OF EDUCATION  
FEDERAL STUDENT AID SCHOOL CHANNEL  
50 BEALE ST  
STE 9800  
SEATTLE SCHOOL PARTICIPATION TEAM  
SAN FRANCISCO CA 94105-1813  
BUSINESS

SHIPPED THROUGH:  
THE UPS STORE, #4366  
FOLSOM, CA 95630  
(916) 817-2233

SHIPMENT INFORMATION:  
UPS GROUND COMMERCIAL  
1.0 LBS ACTUAL WT (MAXWT)  
DIMS: 13.00X10.00X1.00 IN

TRACKING NUMBER: 1Z209EA10356917566  
SHIPMENT ID: MHGD0CE9EXADD  
SHIP REF 1: - -  
SHIP REF 2: - -

DESCRIPTION OF GOODS:  
- -

SHIPMENT CHARGES:  
GROUND COMMERCIAL 8.01  
SERVICE OPTIONS 0.00  
FUEL SURCHARGE 0.36  
CMS PROCESSING FEE 0.20

TOTAL \$8.57

COMPLETE ONLINE TRACKING: ENTER THIS ADDRESS IN YOUR WEB BROWSER TO TRACK:  
[HTTP://THEUPSSTORE.COM](http://THEUPSSTORE.COM) (SELECT TRACKING, ENTER SHIPMENT ID #) SHIPMENT  
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