

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001082353**

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
07/08/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007008 JOHNSONC GALLARZOC	040PER207 PRNTSVC	

**Vendor:** 0000018967  
 TOSHIBA BUSINESS SOLUTIONS  
 1170 NATIONAL STE 60  
 SACRAMENTO CA 95834

**Phone:** (916) 928-2713  
**Fax:** (916) 928-2704

**email:** shane.pitto@tbs.toshiba.com

**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	S/N C71C24549 MAINT AGRMNT TOSHIBA E-STUDIO 2555C ID 30656 LOCATED IN CS-212 BASE: \$30.00 P/MONTH INCLUDES 3,000 BW COPIES P/M. BW OVERAGE BILLED \$.012 EA; ALL COLOR BILLED AT \$.039 EA. TO BE BILLED QUARTERLY. PERIOD: 07/01/15 TO 06/30/16	1.00 LOT	480.00	480.00	07/01/2015

MAINTENANCE AGREEMENT INCLUDES: ALL PARTS, LABOR, SERVICES CALLS, TONER, STAPLES AND PREVENTATIVE MAINTENANCE, ALL CONSUMABLES EXCEPT PAPER. SALES TAX INCLUDED.  
 TO BE BILLED QUARTERLY. PRICE DOES NOT INCREASE FOR THREE (3) YEARS, FOR YEAR (4) AND BEYOND, NOT TO EXCEED 15% INCREASE PER YEAR. EQUIPMENT PURCHASE DATED JANUARY 2012  
 EMAIL PO TO: Shane.Pitto@tbs.toshiba.com  
 PY PO#: 0001077187

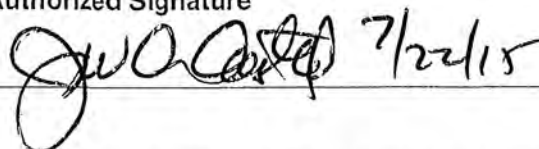
Sub Total Amount	480.00
Sales Tax Amount	0.00
Total PO Amount	480.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VA.OPER	67700	00000	041A	480.00	2016

0001007008KIRKLINK26--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.

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:** TOSHIBA BUSINESS SOLUTIONS  
 1170 NATIONAL STE 60  
 SACRAMENTO CA 95834  
 United States

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

<b>Business Unit:</b> GENFD OPEN		
Req ID:	Date	Page
0001007008	07/01/2015	1
<b>Requester</b>		<b>Bldg#</b>
Colleen R Johnson		PRNTSVC
<b>Requester Signature</b>		
Buyer: Christina Gallarzo		
Approved: <i>kk 6/26/15</i>		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	S/N C71C24549 MAINT AGRMNT TOSHIBA E-STUDIO 2555C ID 30656 LOCATED IN CS-212BASE: \$30.00 P/MONTH INCLUDES 3,000 BW COPIES P/M. BW OVERAGE BILLED \$.012 EA; ALL COLOR BILLED AT \$.039 EA. TO BE BILLED QUARTERLY. PERIOD: 07/01/15 TO 06/30/16	1	LOT	480.00	480.00	07/01/2015

Total Requisition Amount: 480.00

MAINTENANCE AGREEMENT INCLUDES: ALL PARTS, LABOR, SERVICES CALLS, TONER, STAPLES AND PREVENTATIVE MAINTENANCE, ALL CONSUMABLES EXCEPT PAPER. SALES TAX INCLUDED. TO BE BILLED QUARTERLY. PRICE DOES NOT INCREASE FOR THREE (3) YEARS, FOR YEAR (4) AND BEYOND, NOT TO EXCEED 15% INCREASE PER YEAR. EQUIPMENT PURCHASE DATED JANUARY 2012  
 EMAIL PO TO: Shane.Pitto@tbs.toshiba.com  
 PY PO#: 0001077187

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proi</u>	<u>Amount</u>
GENFD	5600	11	FL.VA.OPER	67700	00000	041A	480.00

<b>Approval Signature</b>	<b>Approval Signature</b> <i>[Handwritten Signature]</i>	<b>Approval Signature</b>
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## FLC-Printing

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**From:** Shane Pitto <Shane.Pitto@tbs.toshiba.com>  
**Sent:** Wednesday, April 29, 2015 1:16 PM  
**To:** FLC-Printing  
**Cc:** Kelly, Laura; Kimberly Cope  
**Subject:** RE: contracts

**Importance:** High

Please see below for contract details:

EID#: 31487  
SN: SC2CD31076  
Model #: ES506  
Monthly payment: \$25.00 plus sales tax  
Allowance: 7,500  
Overage Rate: .012

EID#: 27608  
SN: CSK157785  
Model #: ES203SD  
Monthly payment: \$0 BASE, COST PER COPY CONTRACT  
Allowance: 0  
ALL usage billed at .02 per copy

EID#: 30656  
SN: SC71C24549  
Model #: es2555c  
Monthly payment: \$30.00 plus sales tax  
B/W Allowance: 3,000  
B/W Overage Rate: .012  
ALL color billed at .039

EID#: 30261  
SN: C2DC31474  
Model #: ES206L  
Monthly payment: \$8.00 plus sales tax  
Allowance: 1,000  
Overage Rate: .008

EID#: 30259  
SN: CND328193  
Model #: ES3040C  
Monthly payment: \$8.00 plus sales tax  
B/W Allowance: 1,000  
B/W Overage Rate: .008  
ALL color billed at .039

# Los Rios Community College District FY 2016

## Requisition

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

Req. No. <b>815693</b>
P.O. No.

Vendor Code <b>18967</b>
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 6/1/15 VENDOR Toshiba Business  
 ADDRESS 1170 National Dr #60  
 CITY Sacramento STATE CA ZIP 95834  
 E-MAIL shane.pitto@tbs.toshiba.com  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_

DELIVERY INSTRUCTIONS	
Building Name <b>04 OPER 207</b>	Department <b>FLC printing</b>
College/District Location	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	C71C24549, estudio 2555C, ID 30656	1	ea		480.00
2	located in CS-212. Base price				
3	\$40/quarter includes 3000 B/W images				
4	plus .012 overages, .039 per image				
5	for all color, plus tax on 35%.				
6	Estimated annual usage 6000 B/W,				
7	1100 color.				
8					
9	Maintenance agreements include all parts,				
10	labor, service calls, PM, and consumables				
11	except paper. 7/1/15 - 6/30/16, Billed quarterly				
12					
13	14/15 PO 0001077187				

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>			Tax
This purchase is in compliance with the requirements of _____			
Program Name			
For grants/special projects _____			
Program Director/Coordinator Signature	Project/Grant Number	<b>Total</b>	<b>480.00</b>
Program Goal/Objective Number/Explanation			

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.

Genfd / 5600 / 11 / FL.VA. OPER			
Bus. Unit	Account	*Fund	Org
67700/00000	/16	/041A	\$ 480.00
Program	Sub-Class	BY	Proj/Grnt
/	/	/	/
Bus. Unit	Account	*Fund	Org
/	/	/	/
Program	Sub-Class	BY	Proj/Grnt
			\$
			Amount

REQUESTED BY: Kathy Barnes Liguori DATE: 6/1/15  
 TYPED/PRINT \_\_\_\_\_  
 REQUESTED BY: Kathy Barnes Liguori DATE: 6/1/15  
 SIGNATURE \_\_\_\_\_  
 AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE: 6/2/15

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**