

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 0001082360
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/08/2015	1 - 01/07/2016	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006999 WURZER C ROUILLER S	04EDCB119 AR	

Supplier: 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: EL DORADO CENTER
 RECEIVING
 6699 CAMPUS DRIVE
 PLACERVILLE CA 95667
 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 C2HCS2442 MAINT AGRMNT: TOSHIBA STUDIO 206L COPIER ID # 30143 AT EDC A&R 04EDCB119 BILLED QUARTERLY BASE: \$24.00/QTR INC 3,000 B/W COPIES PER/QTR; OVERAGES AT \$0.012 PER COPY EST FOR 13,000 COPIES - (\$24.00 X 4) + (\$0.012 X 10,000) = \$216.00	1.00	LOT	336.00	336.00	07/01/2015

PERIOD: 07/01/15 ; 06/30/16

PRICES INCLUDE: ALL PARTS, LABOR, SERVICE CALLS, TONER, STAPLES AND PREVENTATIVE MAINTENANCE EXCLUDES PAPER

EMAIL PURCHASE ORDER TO: Shane.Pitto@tbs.toshiba.com
 SIGNED AIMS MAINTENANCE CONTRACT # MA-1.0.0 ENCLOSED

PY PO#: 0001007718


01-07-16 INCREASE PO BY \$120.00 PER J HARMAN. NEW PO TOTAL \$336.00 - SR

DO NOT SEND TO VENDOR

Sub Total Amount	336.00
Sales Tax Amount	0.00
Total PO Amount	336.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VS.ENRL	62100	00000	051C	336.00	2016

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 # 0001082360

Request Date: 01/07/16

College/Dept.: FLC

Vendor Name Toshiba Business Solutions

Increase line 1 by \$120.00 to \$336.00

Per C. Wurzer

LOS RIOS COMMUNITY COLLEGE DISTRICT

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PURCHASE ORDER NO 0001082360

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 07/08/2015	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1006999 WURZERC GALLARZOC		Location / Dept 04EDCB119 AR

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: EL DORADO CENTER
 RECEIVING
 6699 CAMPUS DRIVE
 PLACERVILLE CA 95667
 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
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PERIOD: 07/01/15 06/30/16

PRICES INCLUDE: ALL PARTS, LABOR, SERVICE CALLS, TONER, STAPLES AND PREVENTATIVE MAINTENANCE EXCLUDES PAPER

EMAIL PURCHASE ORDER TO: Shane.Pitto@tbs.toshiba.com
 SIGNED AIMS MAINTENANCE CONTRACT # MA-1.0.0 ENCLOSED

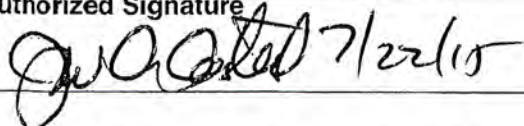
PY PO#: 0001007718

Sub Total Amount	216.00
Sales Tax Amount	0.00
Total PO Amount	216.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VS.ENRL	62100	00000	051C	216.00	2015

0001006999KIRKLINK26-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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 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
 6699 CAMPUS DRIVE
 PLACERVILLE CA 95667

Business Unit: GENFD OPEN		
Req ID:	Date	Page
0001006999	07/01/2015	1
Requester	Bldg#	
Christine Wurzer	AR	
Requester Signature		
Buyer:	Christina Gallarzo	
Approved:	<i>kk lopes</i>	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	S/N C2HCS2442 MAINT AGRMNT: TOSHIBA STUDIO 206L COPIER ID # 30143 AT EDC A&R 04EDCB119 BILLED QUARTERLY BASE: \$24.00/QTR INC 3,000 B/W COPIES PER/QTR; OVERAGES AT \$0.012 PER COPYEST FOR 13,000 COPIES - (\$24.00 X 4) + (\$0.012 X 10,000) = \$216.00	1	LOT	216.00	216.00	07/01/2015

Total Requisition Amount: 216.00

PERIOD: 07/01/15 to 06/30/16

PRICES INCLUDE: ALL PARTS, LABOR, SERVICE CALLS, TONER, STAPLES AND PREVENTATIVE MAINTENANCE EXCLUDES PAPER

EMAIL PURCHASE ORDER TO: Shane.Pitto@tbs.toshiba.com
 SIGNED AIMS MAINTENANCE CONTRACT # MA-1.0.0 ENCLOSED

PY PO#: 0001007718

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5600	11	FL.VS.ENRL	62100	00000	051C	216.00

Approval Signature	Approval Signature	Approval Signature
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Los Rios Community College District

Requisition

Page _____ of _____

Req. No. 808016
P.O. NO.

Vendor Code 00000 18967
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 6/1/15

VENDOR Toshiba Business Solutions

ADDRESS 1170 National, Suite 600

CITY Sacramento STATE CA ZIP 95834

PHONE (916) 928-2724 FAX (916) 928-2704

DELIVERY INSTRUCTIONS	
<u>04 EDC B119</u>	Location Code
<u>FLC</u>	<u>A+R</u>
<u>SDEM</u>	Department
Division	Date Required
	<u>7/1/15</u>

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	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	Serial # C2HC52442				
2	Copier Studio 206L				
3	ID # 30143				
4	maintenance contract				
5	for EDC copier in A+R				
6	effective 7/1/15 - 6/30/16				
7					
8	\$24 quarterly for 3,000 ^(per ATR) images w/				
9	additional images @ \$0.0120 each in excess				
10	of 3,000. Annual estimate for				
11	13,000 copies is				
12	$(\$24 \times 3) + (10,000 \times \$0.0120) = \$192$				
13	<u>4/ATR'S</u>				

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax
This purchase is in compliance with the requirements of _____		
Program Name _____		
For grants/special projects _____		
Program Director/Coordinator Signature _____		Total
Project/Grant Number _____		<u>216</u> <u>192.00</u>
Program Goal/Objective Number/Explanation _____		

I 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.

REQUESTED BY: Christine Wurzer TYPED/PRINT SIGNATURE DATE 6/3/15

REQUESTED BY: [Signature] SIGNATURE DATE 6.3.15

AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Genfed 5600 / 11 / FL. VS. ENRL

Bus. Unit	Account	* Fund	Org	
<u>62100</u>	<u>00500</u>	<u>2016</u>	<u>051C</u>	\$ <u>192.00</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	
Bus. Unit	Account	* Fund	Org	
/	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

*** Asset Location** - For equipment purchases over \$200 (Accounts 6490, 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