

Purchase Order / Change Order Request
(One PO per Request)

PO # B117469

Request Date: 06/22/17

College/Dept.: FLC/BSO

Vendor Name FLC BOOKSTORE

Increase Blanket Purchase Order Line# 1 by \$114.00

Budget: GENFD 4500 11 FL.VA.CUST 67900 00000 041A

Required to clear final BOR and Invoices.

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO B117469
CHANGE ORDER**

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

Date	Revision	Page
07/14/2016	6 - 06/19/2017	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1008356 HANEY B SHEWMAKN	04ADMN ADMIN	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000010481
FOLSOM LAKE COLLEGE
BOOKSTORE
10 COLLEGE PKWY
FOLSOM CA 95630

Phone: (916) 608-6565
Fax: (916) 608-6576

email: Robert.Mulligan@flc.losrios.edu

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	FL.VA.CUST BLANKET PO FOR FLC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	7,200.00	7,200.00	05/01/2017
2- 1	FL.VI.ELDO BLANKET PO FOR EDC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	7,000.00	7,000.00	05/01/2017
3- 1	FL.VI.RCOR BLANKET PO FOR RCC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	500.00	500.00	05/01/2017
4- 1	FL.VA.BSOF BLANKET PO FOR CW SUPPLY CHARGEBACKS FROM 7/1/16-6/30/17	1.00 EA	58,906.18	58,906.18	05/01/2017

AUTHORIZED PERSONNEL LINE 1: MELISSA WILLIAMS, TALINA BURKE, CHRIS RAINES, LEVI THIESSEN
AUTHORIZED PERSONNEL LINE 2: ADRIENNE ANDREWS, MECHELLE NUNEZ, VONNIE SHANE, DALE VAN DAM
AUTHORIZED PERSONNEL LINE 3: JOYCE HEILAND, BRIAN ROBINSON
AUTHORIZED PERSONNEL LINE 4: BRENDA HANEY, JOANY HARMAN, KATHLEEN KIRKLIN, PAULA SABO
FY16 PO B116529

7/18/16 - CHANGE LINE DESCRIPTION FROM FL.VA.OPER TO FL.VA.CUST - NTS

7/18/16 - DECREASE LINE ONE AMOUNT \$2,000.00 FOR A NEW LINE TOTAL OF \$8,000.00 AND NEW PO TOTAL OF \$35,000.00 - NTS

7/18/16 - CHANGE LINE 1 DISTRIBUTION TO FL.VA.CUST 67900 00000 041A - NTS

01/18/17 INCREASE LINE 4 BY \$18,070.34 FOR A NEW LINE TOTAL OF \$38,070.34 - NEW PO TOTAL OF \$53,570.34 - NTS

03/14/2017 PER P SABO - ADD PAULA SABO AS AN AUTHORIZED SIGNER TO LINE 4 - NTS

05/16/2017 PER P SABO - DECREASE LINE 1 BY \$800.00 - NEW LINE TOTAL OF \$7,200.00 - NEW PO TOTAL OF \$52,770.34 - NTS

06/05/2017 PER P SABO - INCREASE LINE 4 BY \$13,735.85 - NEW LINE TOTAL OF \$51,806.19 - NEW PO TOTAL OF \$66,506.19 - NTS

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Authorized Signature

Authorized Signature
on Total PO
Amount Page

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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	Price	Extended Amt	Due Date
4			PER LINE 4 \$7,100.00 - NEW LINE			\$58,906.18		
\$73,606.18 - NTS								

Sub Total Amount	73,606.18
Sales Tax Amount	0.00
Total PO Amount	73,606.18

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	Year
GENFD	4500	11	FL.VA.BSOF	67700	00000	041X	58,906.18	2017
GENFD	4500	11	FL.VA.CUST	67900	00000	041A	7,200.00	2017
GENFD	4500	11	FL.VI.ELDO	67900	00000	041A	7,000.00	2017
GENFD	4500	11	FL.VI.RCOR	60100	00000	041A	500.00	2017

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<http://www.losrios.edu/purchasing/povalidation>

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A. S. [Signature] 6/21/17

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Purchase Order / Change Order Request
(One PO per Request)

PO # B117469

Request Date: 06/19/17

College/Dept.: FLC/BSO

Vendor Name FLC BOOKSTORE

Increase Blanket Purchase Order Line# 4 by \$7,100.00

Budget: GENFD 4500 11 FL.VA.BSOF 67700 00000 2017 041X

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
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PURCHASE ORDER NO B117469
CHANGE ORDER

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Date	Revision	Page
07/14/2016	5 - 06/05/2017	1
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1008356 HANEY B SHEWMAKN	04ADMN ADMIN	

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Tax Exempt? N

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4- 1	FL.VA.BSOF BLANKET PO FOR CW SUPPLY CHARGEBACKS FROM 7/1/16-6/30/17	1.00 EA	51,806.19	51,806.19	05/01/2017

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 FY16 PO B116529

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05/16/2017 PER P SABO - DECREASE LINE 1 BY \$800.00 - NEW LINE TOTAL OF \$7,200.00 - NEW PO TOTAL OF \$52,770.34 - NTS

06/05/2017 PER P SABO - INCREASE LINE 4 BY \$13,735.85 - NEW LINE TOTAL OF \$51,806.19 - NEW PO TOTAL OF \$66,506.19 - NTS

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LOS RIOS COMMUNITY COLLEGE DISTRICT

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07/14/2016	5 - 06/05/2017	2
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1008356 HANEY B SHEWMAKN	04ADMN ADMIN	

Supplier: 0000010481
 FOLSOM LAKE COLLEGE
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 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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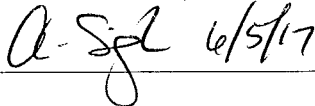
Sub Total Amount	66,506.19
Sales Tax Amount	0.00
Total PO Amount	66,506.19

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.BSOF	67700	00000	041X	51,806.19	2017
GENFD	4500	11	FL.VA.CUST	67900	00000	041A	7,200.00	2017
GENFD	4500	11	FL.VI.ELDO	67900	00000	041A	7,000.00	2017
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Purchase Order / Change Order Request
(One PO per Request)

PO # B117469

Request Date: 06/02/17

College/Dept.: FLC/BSO

Vendor Name FLC BOOKSTORE

Increase Blanket Purchase Order Line# 4 by \$13,735.85

Budget: GENFD 4500 11 FL.VA.BSOF 67700 00000 2017 041X

LOS RIOS COMMUNITY COLLEGE DISTRICT

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**PURCHASE ORDER NO B117469
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Date 07/14/2016	Revision 4 - 05/16/2017	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1008356 HANEY B SHEWMAKN	Location / Dept 04ADMN ADMIN	

Supplier: 0000010481
 FOLSOM LAKE COLLEGE
 BOOKSTORE
 10 COLLEGE PKWY
 FOLSOM CA 95630

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 FY16 PO B116529

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Date	Revision	Page
07/14/2016	4 - 05/16/2017	2
Payment Terms	Freight Terms	Ship Via
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1008356 HANEY B SHEWMAKN	04ADMN ADMIN	

Supplier: 0000010481
FOLSOM LAKE COLLEGE
BOOKSTORE
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Bill To: 1919 Spanos Court
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United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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Sub Total Amount	52,770.34
Sales Tax Amount	0.00
Total PO Amount	52,770.34

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.BSOF	67700	00000	041X	38,070.34	2017
GENFD	4500	11	FL.VA.CUST	67900	00000	041A	7,200.00	2017
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A. Sgl 5/18/17

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Purchase Order / Change Order Request
(One PO per Request)

PO # B117469

Request Date: 5/11/17

College/Dept.: FLC BSO

Vendor Name FLC Bookstore

Decrease Blanket Purchase Order Line# 1 by \$800.00

Requested By: A. Andrews

LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO B117469
CHANGE ORDER**

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Date 07/14/2016	Revision 3 - 03/14/2017	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1008356 HANEY B SHEWMAKN		Location / Dept 04ADMN ADMIN

Supplier: 0000010481
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Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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Sub Total Amount	53,570.34
Sales Tax Amount	0.00
Total PO Amount	53,570.34

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
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GENFD	4500	11	FL.VA.CUST	67900	00000	041A	8,000.00	2017
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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

A. S. J. 3/16/17

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.

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 B117469
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/14/2016	2 - 01/18/2017	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1008356 HANEY B SHEWMAKN	04ADMN ADMIN	

Supplier: 0000010481
 FOLSOM LAKE COLLEGE
 BOOKSTORE
 10 COLLEGE PKWY
 FOLSOM CA 95630

Phone: (916) 608-6565
Fax: (916) 608-6576

email: Robert.Mulligan@flc.losrios.edu

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	FL.VA.CUST BLANKET PO FOR FLC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	8,000.00	8,000.00	05/01/2017
2- 1	FL.VI.ELDO BLANKET PO FOR EDC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	7,000.00	7,000.00	05/01/2017
3- 1	FL.VI.RCOR BLANKET PO FOR RCC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	500.00	500.00	05/01/2017
4- 1	FL.VA.BSOF BLANKET PO FOR CW SUPPLY CHARGEBACKS FROM 7/1/16-6/30/17	1.00 EA	38,070.34	38,070.34	05/01/2017

AUTHORIZED PERSONNEL LINE 1: MELISSA WILLIAMS, TALINA BURKE, CHRIS RAINES, LEVI THIESSEN
 AUTHORIZED PERSONNEL LINE 2: ADRIENNE ANDREWS, MECHELLE NUNEZ, VONNIE SHANE, DALE VAN DAM
 AUTHORIZED PERSONNEL LINE 3: JOYCE HEILAND, BRIAN ROBINSON
 AUTHORIZED PERSONNEL LINE 4: BRENDA HANEY, JOANY HARMAN, KATHLEEN KIRKLIN
 FY16 PO B116529

7/18/16 - CHANGE LINE DESCRIPTION FROM FL.VA.OPER TO FL.VA.CUST - NTS

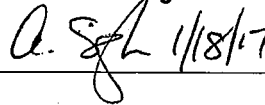
7/18/16 - DECREASE LINE ONE AMOUNT \$2,000.00 FOR A NEW LINE TOTAL OF \$8,000.00 AND NEW PO TOTAL OF \$35,000.00 - NTS

7/18/16 - CHANGE LINE 1 DISTRIBUTION TO FL.VA.CUST 67900 00000 041A - NTS

01/18/17 INCREASE LINE 4 BY \$18,070.34 FOR A NEW LINE TOTAL OF \$38,070.34 - NEW PO TOTAL OF \$53,570.34 - NTS

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.

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 B117469
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/14/2016	2 - 01/18/2017	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1008356 HANEY B SHEWMAKN	04ADMN ADMIN	

Supplier: 0000010481
 FOLSOM LAKE COLLEGE
 BOOKSTORE
 10 COLLEGE PKWY
 FOLSOM CA 95630

Phone: (916) 608-6565
 Fax: (916) 608-6576

email: Robert.Mulligan@flc.losrios.edu

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
----------	------------------	----------	-----	----------	--------------	----------

Sub Total Amount	53,570.34
Sales Tax Amount	0.00
Total PO Amount	53,570.34

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.BSOF	67700	00000	041X	38,070.34	2017
GENFD	4500	11	FL.VA.CUST	67900	00000	041A	8,000.00	2017
GENFD	4500	11	FL.VI.ELDO	67900	00000	041A	7,000.00	2017
GENFD	4500	11	FL.VI.RCOR	60100	00000	041A	500.00	2017

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>

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

A. SA 1/18/17

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 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 # B117469

Request Date: 01/17/17

College/Dept.: FLC/BSO

Vendor Name FLC BOOKSTORE

Increase Blanket Purchase Order Line# 4 by \$18,070.34

Budget: GENFD 4500 11 FL.VA.BSOF 67700 00000 2017 041X

LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO B117469
CHANGE ORDER**

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 07/14/2016	Revision 1 - 07/18/2016	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1008356 HANEY B SHEWMAKN		Location / Dept 04ADMN ADMIN

Supplier: 0000010481
FOLSOM LAKE COLLEGE
BOOKSTORE
10 COLLEGE PKWY
FOLSOM CA 95630

Phone: (916) 608-6565
Fax: (916) 608-6576

email: Robert.Mulligan@flc.losrios.edu

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	FL.VA.CUST BLANKET PO FOR FLC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	8,000.00	8,000.00	05/01/2017
2- 1	FL.VI.ELDO BLANKET PO FOR EDC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	7,000.00	7,000.00	05/01/2017
3- 1	FL.VI.RCOR BLANKET PO FOR RCC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	500.00	500.00	05/01/2017
4- 1	FL.VA.BSOF BLANKET PO FOR CW SUPPLY CHARGEBACKS FROM 7/1/16-6/30/17	1.00 EA	20,000.00	20,000.00	05/01/2017

AUTHORIZED PERSONNEL LINE 1: MELISSA WILLIAMS, TALINA BURKE, CHRIS RAINES, LEVI THIESSEN
AUTHORIZED PERSONNEL LINE 2: ADRIENNE ANDREWS, MECHELLE NUNEZ, VONNIE SHANE, DALE VAN DAM
AUTHORIZED PERSONNEL LINE 3: JOYCE HEILAND, BRIAN ROBINSON
AUTHORIZED PERSONNEL LINE 4: BRENDA HANEY, JOANY HARMAN, KATHLEEN KIRKLIN
FY16 PO B116529

7/18/16 - CHANGE LINE DESCRIPTION FROM FL.VA.OPER TO FL.VA.CUST - NTS

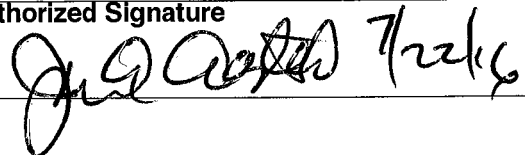
7/18/16 - DECREASE LINE ONE AMOUNT \$2,000.00 FOR A NEW LINE TOTAL OF \$8,000.00 AND NEW PO TOTAL OF \$35,000.00 - NTS

7/18/16 - CHANGE LINE 1 DISTRIBUTION TO FL.VA.CUST 67900 00000 041A - NTS

Sub Total Amount	35,500.00
Sales Tax Amount	0.00
Total PO Amount	35,500.00

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Authorized Signature



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Purchase Order / Change Order Request

(One PO per Request)

PO # B117469

Request Date: 07/18/16

College/Dept.: FLC/BSO

Vendor Name FLC BOOKSTORE

Change Description on line 1 to ~~FL.VA.OPER~~ **FL.VA.CUST** BLANKET PO FOR FLC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17

Decrease amount on line 1 by \$2,000 to \$8,000

Change distribution on line 1 to GENFD 4500 11 FL.VA. **CUST** 67900 00000 2017 041A

New PO Total = \$35,500.00

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO B117469

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 07/14/2016	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1008356 HANEY B SHEWMAKN	Location / Dept 04ADMN ADMIN	

Supplier: 0000010481
 FOLSOM LAKE COLLEGE
 BOOKSTORE
 10 COLLEGE PKWY
 FOLSOM CA 95630

Phone: (916) 608-6565
Fax: (916) 608-6576

email: Robert.Mulligan@flc.losrios.edu

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	FL.VA.OPER BLANKET PO FOR FLC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	10,000.00	10,000.00	05/01/2017
2- 1	FL.VI.ELDO BLANKET PO FOR EDC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	7,000.00	7,000.00	05/01/2017
3- 1	FL.VI.RCOR BLANKET PO FOR RCC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1.00 EA	500.00	500.00	05/01/2017
4- 1	FL.VA.BSOF BLANKET PO FOR CW SUPPLY CHARGEBACKS FROM 7/1/16-6/30/17	1.00 EA	20,000.00	20,000.00	05/01/2017

AUTHORIZED PERSONNEL LINE 1: MELISSA WILLIAMS, TALINA BURKE, CHRIS RAINES, LEVI THIESSEN
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 AUTHORIZED PERSONNEL LINE 3: JOYCE HEILAND, BRIAN ROBINSON
 AUTHORIZED PERSONNEL LINE 4: BRENDA HANEY, JOANY HARMAN, KATHLEEN KIRKLIN
 FY16 PO B116529

Sub Total Amount	37,500.00
Sales Tax Amount	0.00
Total PO Amount	37,500.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.BSOF	67700	00000	041X	20,000.00	2017
GENFD	4500	11	FL.VA.OPER	67900	00000	041A	10,000.00	2017
GENFD	4500	11	FL.VI.ELDO	67900	00000	041A	7,000.00	2017
GENFD	4500	11	FL.VI.RCOR	60100	00000	041A	500.00	2017

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.

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Requisition

Supplier: FOLSOM LAKE COLLEGE 0000010481
 BOOKSTORE
 10 COLLEGE PKWY
 FOLSOM CA 95630
 United States

Phone: (916) 608-6565 **Fax:** (916) 608-6576
email: Robert.Mulligan@flc.losrios.edu

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Business Unit: GENFD OPEN	
Req ID: 0001008356	Date: 07/12/2016
Page 1	
Requisition Name: FLC BOOKSTORE CW	
Requester: Brenda Haney	Bldg#: ADMIN
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	FL.VA.OPER BLANKET PO FOR FLC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1	EA	10,000.00	10,000.00	
2-1	FL.VI.ELDO BLANKET PO FOR EDC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1	EA	7,000.00	7,000.00	
3-1	FL.VI.RCOR BLANKET PO FOR RCC COLLEGE STORE SUPPLIES FROM 7/1/16-6/30/17	1	EA	500.00	500.00	
4-1	FL.VA.BSOF BLANKET PO FOR CW SUPPLY CHARGEBACKS FROM 7/1/16-6/30/17	1	EA	20,000.00	20,000.00	

Total Requisition Amount: 37,500.00

NOTE TO PURCHASING:
 ASSIGN B117 ___ PO#
 NO TAX
 AMOUNT ONLY

AUTHORIZED PERSONNEL LINE 1: MELISSA WILLIAMS, TALINA BURKE, CHRIS RAINES, LEVI THIESSEN
 AUTHORIZED PERSONNEL LINE 2: ADRIENNE ANDREWS, MECHELLE NUNEZ, VONNIE SHANE, DALE VAN DAM
 AUTHORIZED PERSONNEL LINE 3: JOYCE HEILAND, BRIAN ROBINSON
 AUTHORIZED PERSONNEL LINE 4: BRENDA HANEY, JOANY HARMAN, KATHLEEN KIRKLIN

PY PO B116529

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	11	FL.VA.BSOF	67700	00000	041X	20,000.00
GENFD	4500	11	FL.VA.OPER	67900	00000	041A	10,000.00
GENFD	4500	11	FL.VI.ELDO	67900	00000	041A	7,000.00
GENFD	4500	11	FL.VI.RCOR	60100	00000	041A	500.00

Approval Signature	Approval Signature	Approval Signature
--------------------	--------------------	--------------------

BLANKET ORDER RELEASE FORM

ARC DO
 CRC FM
 FLC ETW
 SCC OTHER _____

Release No. 378338	Purchase Order No. B117469
------------------------------	--------------------------------------

L1 & L2

SEE INSTRUCTIONS ON REVERSE SIDE FOR COMPLETING THIS FORM

FLC BOOKSTORE
Vendor Name (As it appears on Purchase Order) Vendor Code

July 2016 CS Supplies

Invoice No, Credit Memo No., or Packing Slip No. _____ Date Items Received _____
 (Please check if attached and write total dollar amount below)

DESCRIPTION (Do Not Complete if Attaching Invoice Credit Memo or Packing Slip)	QUANTITY	UNIT	UNIT PRICE	TOTAL
<u>FLC # B000782</u>				<u>1028.89</u>
<u>B000783</u>				<u>1130.63</u>
			<u>SUBTOTAL:</u>	<u>2159.52</u>
<u>EDC # B000789</u>				<u>463.48</u>
<u>College Store Only</u>				
<u>NO Chargebacks.</u>				
Purchases Charged to Categorical Programs, Grants or Special Projects This purchase is in compliance with the requirements of _____			Total Amount or Estimate	\$ <u>2623.00</u>
Program Director/Coordinator Signature _____		Program Name _____ Program/Grant Number _____		
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.

[Signature] 7/27/16
 AUTHORIZED PURCHASER SIGNATURE (must be listed on Purchase Order) Date

[Signature] 7/28/16
 APPROVED: SUPERVISOR, DEAN OR OTHER AUTHORIZED SIGNATURE Date

<u>1</u>	<u>GENED</u>	<u>4500</u>	<u>11</u>	<u>FL VA</u>	<u>COST</u>
PO Line #	Bus. Unit	Account	Fund	Org	
<u>67900</u>	<u>-</u>	<u>2017</u>	<u>041A</u>		\$ <u>2159.52</u>
Program	Sub-Class	BY	Proj/Grant	Amount	
<u>2</u>	<u>GENED</u>	<u>4500</u>	<u>11</u>	<u>FL VA EC10</u>	
PO Line #	Bus. Unit	Account	Fund	Org	
<u>67900</u>	<u>-</u>	<u>2017</u>	<u>041A</u>		\$ <u>463.48</u>
Program	Sub-Class	BY	Proj/Grant	Amount	

PAID **ENTERED**
[Signature]

BLANKET ORDER RELEASE FORM

ARC DO
 CRC FM
 FLC ETW
 SCC OTHER _____

Release No. 378343	Purchase Order No. B117469
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FCC Bookstore

SEE INSTRUCTIONS ON REVERSE SIDE FOR COMPLETING THIS FORM

Vendor Name (As it appears on Purchase Order) Vendor Code

Invoice No, Credit Memo No., or Packing Slip No. Date Items Received
 (Please check if attached and write total dollar amount below)

AUG 2016 CS Supplies

DESCRIPTION (Do Not Complete if Attaching Invoice Credit Memo or Packing Slip)	QUANTITY	UNIT	UNIT PRICE	TOTAL
<i>FLC INV. # B000822 FLC College Store</i> <i>(line 2)</i>				<i>99.59</i>
<i>EDC INV. # B000825 EDC College Store</i> <i>B000826</i> <i>(line 2)</i>				<i>759.97</i> <i>417.64</i> <i>1177.61</i>
Purchases Charged to Categorical Programs, Grants or Special Projects This purchase is in compliance with the requirements of _____				Total Amount or Estimate \$ <i>1277.20</i>
Program Director/Coordinator Signature _____		For grants/special projects _____	Program Name _____	
Program Goal/Objective Number/Explanation _____		Program/Grant Number _____	_____	

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.

[Signature] *8/16/16*
 AUTHORIZED PURCHASER SIGNATURE Date
 (must be listed on Purchase Order)

[Signature] *8-16-16*
 APPROVED: SUPERVISOR, DEAN OR OTHER AUTHORIZED SIGNATURE Date

<i>1</i>	<i>(NONFI)</i>	<i>4500</i>	<i>11</i>	<i>FLC VACUOST</i>	
PO Line #	Bus. Unit	Account	Fund	Org	
<i>67900</i>	<i>---</i>	<i>2016</i>	<i>041A</i>	<i>\$ 99.59</i>	<i>✓</i>
Program	Sub-Class	BY	Proj/Grant	Amount	
<i>2</i>	<i>(NONFI)</i>	<i>4500</i>	<i>11</i>	<i>FLC VI. CLDO</i>	
PO Line #	Bus. Unit	Account	Fund	Org	
<i>67900</i>	<i>---</i>	<i>2016</i>	<i>041A</i>	<i>\$ 1177.61</i>	<i>✓</i>
Program	Sub-Class	BY	Proj/Grant	Amount	

ENTERED
College Store Inventory - NO Chg Bks.

FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

INVOICE NO.
B 000825 FLC

FLC COLLEGE STORE

10 College Parkway - Folsom, CA 95630
PH 916.608.6565 FAX 916.608.6576
bookstore@flc.losrios.edu

Sold By: _____ Date: _____

Order Number: B117469

SOLD TO: LEOOD
FLC

DELIVER TO: _____
EDC
Adrienne Andrews

QTY.	DESCRIPTION	UNIT PRICE	AMOUNT
2	Rolodex - 125 capacity-cardfile	7.49	14.98
2	Lexar TWIST Turn 2GB flashdrive	10.00	20.00
2	3x5 perforated index cards	2.49	4.98
4	Avery Round Metal Rim Key tags 50pk	9.49	37.96
3	Jan-Dec 2017 Erasable/Reversible wall planner	36.79	110.37
2	Kimberly Clark "Wyp All" Box of 126	9.84	19.68
2	Dishmate	2.59	5.18
12	Desk Calendars 22"x17" 2017	7.59	91.08
6	Desk Pad Calendar 11"x8 1/2" 2017	8.09	48.54
1	AT-A-GLANCE QuickNotes planner 2017		35.69
1	Brownline Weekly Planner 2017		20.79
1	AT-A-GLANCE Academic Planner ²⁰¹⁶⁻¹⁷		19.79
1	FORAY Magnetic Dry Erase Board		79.99
1	FORAY Corkboard 36"x48"		49.99
1	Dry Erase Starter Kit 4pk		5.47
2	Magnetic Business Cards	24.99	49.98
3	Assorted color magnets 30pk	5.49	16.47
1	Assorted color pushpins 50pk		1.49
2	Brother TZE-241 XXXXXX Tape 3/4" white	11.82	23.64 ✓
2	Brother TZE-211 BonW tape	9.67	19.34
1	Brother TZE-231 BonW tape		17.80
1	Brother TZE-2211 BonW tape		10.47
<p><i>Miss Rainie 5-16-16</i> Please Pay From This Invoice - Thank You!</p>		SUBTOTAL	703.68
		TAX	56.29
		SHIPPING	—
		TOTAL	759.97

Received By: [Signature] Date: 3/12/16

VENDOR/WHITE NUMERIC/GREEN CUSTOMER/CANARY PURCHASING/PINK ACCOUNTING/GOLD

BLANKET ORDER RELEASE FORM

ARC DO
 CRC FM
 FLC ETW
 SCC OTHER EDC OPS

Release No. 340974	Purchase Order No. B-117469
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LINE # 2

FLC BOOKSTORE

Vendor Name (As it appears on Purchase Order) Vendor Code

SEE INSTRUCTIONS ON REVERSE SIDE FOR COMPLETING THIS FORM

Sept 2016 Line # 2 (EDC)

Invoice No. or Packing Slip No. _____ Date Items Received _____
 (Please check if attached and write total dollar amount below)

DESCRIPTION (Do Not Complete if Attaching Invoice or Packing Slip)	QUANTITY	UNIT	UNIT PRICE	TOTAL
<u>CA FLAG INV# 853</u>				<u>31.10</u>
<u>INV# 838 09/14/16</u>				<u>368.47</u>
<u>INV# 854 9/28/16</u>				<u>55.02</u>
<u>EDC / OPER NO Charge backs Use</u>				
Purchases Charged to Categorical Programs, Grants or Special Projects This purchase is in compliance with the requirements of _____ For grants/special projects _____				Total Amount or Estimate <u>454.59</u>
Program Director/Coordinator Signature _____		Program Name _____		
Program Goal/Objective Number/Explanation _____		Program/Grant Number _____		

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.

GENFD / USDD / 11 / FL.VI.EZDD
 Bus. Unit Account Fund Org
67900 / 00000 / 2017 / 0411A
 Program Sub-Class BY Proj/Grant
 Amount 2454.59

AUTHORIZED PURCHASER SIGNATURE (must be listed on Purchase Order)

Date

[Signature]

9/22/16

APPROVED: SUPERVISOR, DEAN OR OTHER AUTHORIZED SIGNATURE

Date

Bus. Unit

Account

Fund

Org

Program

Sub-Class

BY

Proj/Grant

\$

Amount

[Signature]

