



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Kristy Hart 10 College Parkway Folsom, CA 95630	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call Kristy Hart 10 College Parkway Folsom, CA 95630
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Employee Reimbursement for iContact monthly subscription fee (August 22, 2016 - Sept. 30, 2016)					33.86
2						
3						
4						
5						
6						
7						
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects
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	33.86
SALES TAX	0
TOTAL (Not to Exceed \$200.00)	33.86

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.

Requested by: Kristy Hart 8/30/16
 Requested by: Kristy Hart 8/30/16
 Approved: Rachel Rosent 9/1/16

Received by _____ Date _____

Bus. Unit Account Fund Org
 67100 / 0000 / 2017 / 051C \$ 33.86

Program Sub-Class BY Proj/Grnt Amount

APPROVED: Kathleen Finkler 9/1/16
 APPROVED: _____
 DEAN OR OTHER AUTHORIZED SIGNATURE DATE



Please make your payment to:

iContact LLC
PO Box 418296
Boston MA 02241-8296
billing@icontact.com

Date of Issue: 08/22/2016

Due by: 08/22/2016

Bill to: Folsom Lake College
10 College Parkway
Folsom, California 95630

Invoice Number	New Charges	Credits Received	Total Due
6341111	\$33.86	\$33.86	\$0.00

Client	Description	Charge	Credit
Folsom Lake ...	iContact Monthly Subscription (Aug 22, 2016 - Sep 30, 2016) 2,500 Subscribers (2,500 Subscribers Plan)	\$33.86	
Folsom Lake ...	\$33.86 Payment via Visa xxxxxxxxxxxx0736, Authorization# 08046D		\$33.86
Total Due:			\$0.00

This invoice was paid on 08/22/16. Thank you for your payment!

Thank you for being our client!
iContact