



LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F 2752

Date 2/2/17

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	4			\$50.00	\$200.00
2	for PLI entries into					
3	CCPRO 2017 Pro Awards					
4	1) Annual Report					
5	2) Catalog					
6	3) Viewbook					
7	4) Wildcard					
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of:	SUB-TOTAL	200.00
Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SALES TAX	0
	TOTAL (Not to Exceed \$200.00)	\$200.00

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 L. Hart TYPED/PRINT DATE: 2/2/17
 REQUESTED BY: Kristy L. Hart SIGNATURE DATE: 2/2/17

Received by _____ Date _____
GENFD/5890 / 11 / PL.CP.PISO
 Bus. Unit Account Fund Org
107100 / 00000 / 2017 / 051C \$ 200.00
 Program Sub-Class BY Proj/Grnt Amount

APPROVED: Janeen Kirklen DEAN OR OTHER AUTHORIZED SIGNATURE DATE: 2/3/17
 APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE: _____

Bus. Unit Account Fund Org
 Program Sub-Class BY Proj/Grnt Amount