



LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. **F 3275**

Date **3.23.2017**

LIMITED PURCHASE ORDER

(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Scantron	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call Folsom Lake College OFFICE OF INSTRUCTION 10 COLLEGE PKWY 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	SCANTRON FORM 9700 - 100 ques analysis	65	PK	9700	16.00	80.00
2	FORM 9702 - 50 ques analysis	65	PK	9702	16.00	80.00
3						
4						
5	Shipping & Handling	1	EA			15.30
6						
7						
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchased is in compliance with the requirements of:

Lottery
Program Name

For grants/special projects

700P
Project/Grant Number

Program Director/Coord. Signature

M. Patel

Program Goal/Objective Number/Explanation

SUB-TOTAL

175.30

SALES TAX

7.75%

13.58

TOTAL

(Not to Exceed \$200.00)

\$ 188.88

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.

Received by

Date

JAE A. ANDERSON

REQUESTED BY:

TYPED/PRINT

DATE

GIENED / 4300 / 12 / FL.VI.OFFC

Bus. Unit Account Fund Org

49000 / 00000 / 2017 / 700P

\$ 188.88

REQUESTED BY:

SIGNATURE

DATE

Program Sub-Class BY Proj/Grnt

Amount

APPROVED:

DEAN OR OTHER AUTHORIZED SIGNATURE

DATE

Bus. Unit Account Fund Org

Jenny Harman **3/31/17**

APPROVED:

VICE PRESIDENT, ADMINISTRATION

DATE

Program Sub-Class BY Proj/Grnt

Amount

ENTERED
MS

Vendor: Blue

Receiver: Goldenrod

Accounting: Yellow

Business Office: Green

Dept/Requestor: Pink

Search :

 **Confirmation**

- Your order number is: 1507749
- Please print this page and keep it for your records.
- Do not fax or mail in your purchase order, this may cause a duplicate order.

[Continue Shopping](#)

Customer Information

Customer: FOLSOM LAKE COLLEGE
 JAE ANDERSON
 916-608-6899
 jae.anderson@flc.losrios.edu

Shipping Information

Ship To: JAE ANDERSON
 FOLSOM LAKE COLLEGE
 10 COLLEGE PKWY
 FOLSOM, CA 95630
 UNITED STATES

Shipping Method: GROUND
 Shipment Priority:

Billing and Payment Information

Bill To: JAE ANDERSON
 FOLSOM LAKE COLLEGE
 10 COLLEGE PKWY
 FOLSOM, CA 95630
 UNITED STATES

Payment Type: Invoice

Payment Term: 30 NET
 Purchase Order F3275
 No:

Part Number	Item	Unit	Quantity	Unit Price	Total Price
9700	ITEM ANALYSIS S 2/SGREEN (75/PKG)	PACKAGE	5	Retail: \$16.00 Your Price: \$16.00	Retail: \$80.00 Your Price: \$80.00
9702	ITEM ANALYSIS 50QUS 2/S RED (75/PKG)	PACKAGE	5	Retail: \$16.00 Your Price: \$16.00	Retail: \$80.00 Your Price: \$80.00
Sub-Total:					\$160.00
Shipping and Handling:					\$15.30
STATE(Rate: 6%):					\$9.60
CITY(Rate: 0%):					\$0.00
COUNTY(Rate: 1.75%):					\$2.80
Total:					\$187.70

[Continue Shopping](#)

From: [Anderson, Jae](#)
To: [Haney, Brenda](#)
Subject: RE: FOR YOUR ACTION_PO#_F3275_SCANTRON CORP
Date: Monday, April 03, 2017 2:38:24 PM
Attachments: [ScanTron 2017-18.pdf](#)

Thanks, Brenda

Here is the order confirmation. I had to adjust down the number of packages to keep in under 200. (I forgot how much shipping they charge!)

Jae

From: Haney, Brenda
Sent: Friday, March 31, 2017 2:05 PM
To: Anderson, Jae <Jae.Anderson@flc.losrios.edu>
Subject: FOR YOUR ACTION_PO#_F3275_SCANTRON CORP
Importance: High

Hi Jae –

FOR YOUR ACTION -

Here is your approved PO_F3275 for Scantron.

- o Please complete your Online Order with Bill to this PO# - and email me a copy of the Order Confirmation
- o When merchandise is delivered, forward a copy of Packing List and Invoice to my attention.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

 916.608.6635 |  haneyb@flc.losrios.edu

INVOICE



INVOICE NUMBER:		6347231
DATE:	04-APR-17	Page 1 of 1
CUSTOMER NO:	200344165	CREDIT REF NO:
TAX I.D NO : 95-2767912		

BILL TO:

ATTN: JAE ANDERSON
 FOLSOM LAKE COLLEGE
 10 COLLEGE PKWY
 FOLSOM CA 95630

LOCATED AT:

200344165
 ATTN: JAE ANDERSON
 FOLSOM LAKE COLLEGE
 10 COLLEGE PKWY
 FOLSOM CA 95630

Reference Num:SCT ORDER ENTRY 1507749

PURCHASE INFORMATION		SHIPPING INFORMATION		PAYMENT INFORMATION		
PURCHASE ORDER: F3275 AGREEMENT NUMBER:		(MOST RECENT SHIPMENT) SHIP DATE: 04-APR-17		TERMS: 30 NET		
ORDER SOURCE: Web-iSTORE		CARRIER: UPS		DUE DATE: 04-MAY-17		
		B/L NUMBER: 1Z626R0E0350179796		SALES REP: Web,		
				CONTACT: Charles Quinn (800) 228-3628 ext. 3108 Fax (402) 697-3350 Charles.Quinn@harlandts.com		
DESCRIPTION	U/M	QTY	T A X	UNIT PRICE	EXTENDED PRICE	
9700 ITEM ANALYSIS S 2/SGREEN (75/PKG)	PACKAGE	5	Y	16.00	80.00	
9702 ITEM ANALYSIS 50QUS 2/S RED (75/PKG)	PACKAGE	5	Y	16.00	80.00	
INVOICE SUMMARY:						
TOTAL FOR ALL LINE ITEMS					160.00	
TOTAL FREIGHT					15.30	
6.00% STATE TAX					9.60	
0.00% CITY TAX					0.00	
1.75% COUNTY TAX					2.80	
Amounts not paid when due are subject to finance charges of 1.5% per month or the highest rate permitted by law, whichever is less, compounded daily from the due date until paid.						
Please update remit to address if needed.						

- My check/money order is enclosed:
 - Check # _____
- Charge to my Credit Card:
 - Visa MasterCard Amex
 - Card # _____ Expiry Date ___/___
 - Name of Card Holder _____
 - Billing Address _____
 - Signature _____

SUBTOTAL	TAX	TOTAL
175.30	12.40	(USD) 187.70

Please Remit to:

SCANTRON CORPORATION
 P O Box 93038
 Chicago, IL 60673

REMITTANCE COPY