

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001094762

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

Date 09/15/2017	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 821595 CLARK C SHEWMAKN		Location / Dept 04ADMN

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000034580
 ELITE PARTY RENTALS LLC
 11151 TRADE CENTER DR STE 205
 RANCHO CORDOVA CA 95670

Phone: (916) 852-1225
Fax: (916) 852-1211

email:

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	6" BANQUET TABLES	55.00	EA	8.00	440.00	09/19/2017
2- 1	SAMSONITE FOLDING CHAIRS	15.00	EA	1.10	16.50	09/19/2017
3- 1	SHIPPING	1.00	EA	55.00	55.00	09/19/2017
4- 1	MAINTENANCE / INSURANCE FEE	1.00	EA	22.80	22.80	09/19/2017

PER INVOICE# 15160

SHIP / DELIVERY DATE 9/19/2017
 EVENT DATE 9/20/2017
 PICKUP / RETURN DATE 9/20/2017

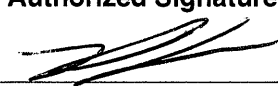
Sub Total Amount	534.30
Sales Tax Amount	0.00
Total PO Amount	534.30

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5601	11	FL.VS.TRAR	63300	00000	051C	534.30	2018

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

 9/15/17

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 RUSH

Requisition

Page _____ of _____

Req. No. 821595
P.O. No.

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

DATE 9/8/17 VENDOR Elite Party Rentals
 ADDRESS 3191 Luyang Dr.
 CITY Rancho Cordova STATE CA ZIP 95742
 E-MAIL elitepartyrentals@att.net
 PHONE 916-852-1225 FAX _____

DELIVERY INSTRUCTIONS	
FLC Facilities	
Department Building Location	
FLC	
College/District Location	Department
	9/20/17
Division	Date Required

ITEM	DESCRIPTION	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	6' Banquet Tables	55		8.00	440.00
2	Folding Chairs	15		1.10	16.50
3	Maintenance/Insurance Fee			22.80	22.80
4	Shipping			55.00	55.00
5	EMAIL PO to: elitepartyrentals@att.net				
6	PER QUOTE # 15160				
7	Rentals for FLC TRANSFER DAY EVENT				
8	EVENT DATE 9/20/2017				
9	SHIP/DEL DATE 9/19/2017				
10	PICK UP/RET DATE 9/20/17				
11				S/TL #	479.30
12	50% Deposit waived w/ receipt of actual PO.				
13				7.175%	

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

	Tax 31.15 N/TX Total 534.30 574.30 \$516.45
--	--

I hereby certify the items/services listed above are to be obtained in accordance with District Policy, Conflict of Interest Code, P-8611 and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: Chris Clark TYPED/PRINT 9/8/17 DATE
 REQUESTED BY: [Signature] SIGNATURE 9/18/17 DATE
 REQUESTED BY: [Signature] SIGNATURE 9/14/17 DATE
 AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE 9/14/17 DATE
 APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION 9/14/17 DATE

66MFO / 5601 / 11 / FL. US. TRAC

Bus. Unit	Account	* Fund	Org	\$534.30
63300	100000	/	1051C	574.30
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 6480, 6490, 6491, 6493, 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



Elite Party Rentals
 3191 Luyung Dr.
 Rancho Cordova, CA 95742
 (916) 852-1225
 elitepartyrentals@att.net
 www.elitepartyrent.com

Invoice

BILL TO
Folsom Lake College. Counseling Dept. Chris Clark: 916-608-6719

SHIP TO
Folsom Lake College 10 College Pkwy, Folsom, CA 95630 Receiving Area

INVOICE #	DATE	TOTAL DUE		ENCLOSED
15160	09/07/2017	\$534.30		

SHIP DATE 09/19/2017	EVENT DATE 09/20/17	RETURN DATE 09/20/17
--------------------------------	-------------------------------	--------------------------------

QTY	ITEMS	RATE	AMOUNT
55	6' Banquet Tables	8.00	440.00
15	Samsonite Folding Chairs	1.10	16.50
			Subtotal: 456.50
	Maintenance/Insurance Fee	22.80	22.80

SUBTOTAL	479.30
SHIPPING	55.00
TOTAL	534.30
BALANCE DUE	\$534.30

*50% Deposit waived w/ receipt of Authorized PO
 Email PO to: elitepartyrentals@att.net*

A Fifty percent (50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Chairs and tables are subceptable to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used. Cancellations are to be made 10 days prior.