



LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. **F 3335**

Date \_\_\_\_\_

**LIMITED PURCHASE ORDER**

(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS:  Folsom Lake College Bookstore	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call  Michelle Coykendall x6652
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Shipping and return shipping for	1				<del>\$200.00</del>
2	Extron MLS506MA (SN 874259028)					24.27
3	to/from Extron Electronics					
4						
5	Not to exceed \$200.					
6						
7						
8						
9						
10						

INV # B001067

**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	
SALES TAX	
<b>TOTAL</b> (Not to Exceed \$200.00)	24.27 <del>\$200.00</del>

**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
Michelle Coykendall	
REQUESTED BY: TYPED/PRINT	DATE
3/1/2018	
SIGNATURE	DATE
3/1/2018	
APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE	DATE
Kathleen Kukler	3/2/18
APPROVED: VICE PRESIDENT, ADMINISTRATION	DATE

Bus. Unit	Account	Fund	Org	Amount
GEN FD / 5810	/ 11	/ FL.VA.	AVSV	\$ 24.27
Program	Sub-Class	BY	Proj/Grnt	Amount
W1900	/ 00000	/ 2018	/ 101E	<del>\$200.00</del>
Bus. Unit	Account	Fund	Org	Amount
				\$
Program	Sub-Class	BY	Proj/Grnt	Amount





**From:** [Haney, Brenda](#)  
**To:** [Owens, Colin](#)  
**Cc:** [Coykendall, Michelle](#); [Guzzi, Kathleen](#)  
**Subject:** Authorized PO\_F3335\_FLC BOOKSTORE / UPS SHIPING SERVICES  
**Date:** Wednesday, March 7, 2018 8:06:21 AM  
**Attachments:** [F3335\\_FLC BOOKSTORE.PDF](#)  
**Importance:** High

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Hi Colin –

Authorized PO\_F3335\_FLC BOOKSTORE for UPS SHIPING SERVICES -

- Please provide Shipping Receipt and tracking number for all UPS Labels associated with this shipment.
- Reference this PO# on Invoice.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)