



**LIMITED PURCHASE ORDER**  
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS:  <p><i>FIC Bookstore</i></p>	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call  <p><i>FIC Receiving for: VP's office</i></p>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	<i>Falcon lanyard</i>	<i>24</i>	<i>EA</i>		<i>4.69</i>	<i>112.56</i>
2	<i>FIC Key Chain</i>	<i>15</i>	<i>EA</i>		<i>2.50</i>	<i>37.50</i>
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  SALES TAX  <b>TOTAL</b> (Not to Exceed \$200.00)	<p><i>150.06</i></p> <p><i>11.63</i></p> <p><i>161.69</i></p>
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**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: *Monica Paezol* TYPED/PRINT DATE: *6/10/18*

REQUESTED BY: *M Paezol* SIGNATURE DATE: *6/10/18*

APPROVED: *[Signature]* DEAN OR OTHER AUTHORIZED SIGNATURE DATE: *6/12/18*

APPROVED: *[Signature]* VICE PRESIDENT, ADMINISTRATION DATE: *6/12/18*

Received by	Date
<i>GENFD 4500 11/ FL. CP. OFFIC</i>	<i>6/10/18</i>
Bus. Unit Account Fund Org	
<i>60100 0000 2018 041A</i>	<i>\$ 161.69</i>
Program Sub-Class BY Proj/Grnt	Amount
Bus. Unit Account Fund Org	
Program Sub-Class BY Proj/Grnt	Amount



## Haney, Brenda

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**From:** Haney, Brenda  
**Sent:** Monday, June 11, 2018 8:19 AM  
**To:** Anderson, Jae  
**Cc:** Pactol, Monica; Guzzi, Kathleen  
**Subject:** LPO F3519\_for VPS & CP Signatures / FLC Bookstore RE: Quote for Lanyards and Key Chains  
**Attachments:** Monica Pactol\_Final.xlsx  
**Importance:** High

Good Morning Jae –  
BSO has prepared LPO F3519 for this attached quote – as CSSORs for CW/BPO are now closed for FY2018.  
I've placed this LPO in your VPS Inbox – please have Monica and Whitney sign it and return original to BSO asap – so that we can expense it for FY2018

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)

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**From:** Pactol, Monica  
**Sent:** Sunday, June 10, 2018 8:04 PM  
**To:** Guzzi, Kathleen <[GuzziK@flc.losrios.edu](mailto:GuzziK@flc.losrios.edu)>  
**Cc:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>; Anderson, Jae <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>  
**Subject:** RE: quote for lanyards

Thank you. Please move forward with the purchase. M

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**From:** Guzzi, Kathleen  
**Sent:** Thursday, June 07, 2018 2:20 PM  
**To:** Pactol, Monica  
**Cc:** Haney, Brenda  
**Subject:** quote for lanyards

Hi Monica,  
Please find the attached quote for the lanyards that you have requested to be charged to account GENFD 11 FL.CP.OFFC 60100 00000 2018 041A.

Thank you,  
Kathy



**Kathy Guzzi** | College Store Assistant Manager  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6772 | f. 916.608.6576 | [guzzik@flc.losrios.edu](mailto:guzzik@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

*Swap for  
Study Mission  
to Boise*