

**FOLSOM LAKE COLLEGE
REVOLVING FUND ACCOUNT**

10 College Parkway • Folsom, CA 95630
P: (916) 608-6549

CHECK NO. **F- 01871**

DATE **3/27/2018**

GENFD: NOT TO EXCEED \$500
VENDOR NO. 0000003279
LOCATION 09

CBFUND: NOT TO EXCEED \$1,000
VENDOR NO. 0000000001

TO **The Blossom Shop
47 Natoma Street
FOLSOM, CA 95630**

REQUISITIONED BY **F3284 & F3285 Yamamura / Lee**

GENFD	5890	11	FL.CP.OFFC	67100	00000	2018	041A	214.21
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EST. TOTAL AMOUNT
1.00	EA	Flowers - Memorial Floral Arrangement for family of student Erika Goodwin - Invoice dated March 23, 2018	114.110	114.11
1.00	EA	Flowers - Memorial Floral Arrangement for family of student William Halloran - Invoice dated March 23, 2018	110.10	110.10

RECEIVED BY: _____
DATE: _____

<p>FOLSOM LAKE COLLEGE REVOLVING FUND ACCOUNT ULID 382004 10 College Parkway • Folsom, CA 95630 (916) 608-6549</p>	<p>JPMorgan Chase Bank, N.A. Sacramento, CA</p>	<p>CHECK No. F- 01871 March 27, 2018 DATE: _____</p>	<p>90-7162 3222</p>
<p>PAY TO THE ORDER OF The Blossom Shop *****</p>		<p>\$ 214.21</p>	
<p>Two Hundred fourteen and 21/100 *****</p>		<p>DOLLARS</p>	<p>*VOID 6 MONTHS FROM DATE DRAWN</p>
<p>NON-NEGOTIABLE</p>			
<p>ADMINISTRATIVE SERVICES</p>			

The Blossom Shop

INVOICE

47 Natoma Street, Suite D
Folsom, CA 95630
Phone 916-294-0174 Fax 916-294-0312

DATE: MARCH 23, 2018

F 3284

TO:
Sondra Lee
Folsom Lake College

DELIVERED TO:
Family of Erika Goodwin
Somerset, CA

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Basket of Memories Floral Arrangement for Sympathy	82.95	82.95
1	Delivery 3/8/18	22.95	22.95
		SUBTOTAL	105.90
		SALES TAX	8.21
		TOTAL DUE	114.11

The Blossom Shop

47 Natoma Street, Suite D
Folsom, CA 95630
Phone 916-294-0174 Fax 916-294-0312

INVOICE

F3285

DATE: MARCH 23, 2018

TO:
Sondra Lee
Folsom Lake College

DELIVERED TO:
William Halloran
St. John's Church
Folsom, CA

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Basket of Memories Floral Arrangement for Sympathy	82.95	82.95
1	Delivery 3/24/18	9.95	9.95
		SUBTOTAL	92.90
		SALES TAX	7.20
		TOTAL DUE	100.10



LIMITED PURCHASE ORDER

(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: The Blossom Shop 47 Natomas St Folsom, CA 95630 Charlyne & Mary Beth 800-573-7776	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call Family of Erika Goodwin 5554 Crest Drive Somerset, CA 95684 deliver on Thursday, 3/8/18
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REV

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Basket of Memories floral arrangement for family of student Erika Goodwin	1				\$82.95
2						
3						
4						
5	Delivery Charge to home					\$
6	5554 Crest Drive					\$22.95
7	Somerset, CA 95684					
8						
9	On Card: With heartfelt condolences,					
10	Folsom Lake College					

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	\$82.95
SALES TAX	\$
TOTAL (Not to Exceed \$200.00)	\$100.10 \$114.11

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: Sondra Lee DATE: 3/6/18

Requested by: Sondra Lee SIGNATURE: _____ DATE: 3/6/18

Approved: [Signature] DEAN OR OTHER AUTHORIZED SIGNATURE DATE: 3/16/18

Approved: [Signature] VICE PRESIDENT, ADMINISTRATION DATE: 3/27/18

Received by _____ Date _____

Bus. Unit: GENFD/5890 Account: /11 Fund: /FL.CP.OFFC Org: _____

Program: 67100 Sub-Class: /00000 BY: /2018/041A Proj/Grnt: _____ Amount: \$100.10

Bus. Unit: _____ Account: _____ Fund: _____ Org: _____

Program: _____ Sub-Class: _____ BY: _____ Proj/Grnt: _____ Amount: _____



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: The Blossom Shop 47 Natomas St Folsom, CA 95630 (Charlynn & MaryBeth) 800-573-7776	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Basket of Memories floral arrangement for family of William Halloran					82 ⁹⁵
2						
3						
4	Delivery charge to service at:					9 ⁹⁵
5	St. John the Baptist Catholic Church					
6	307 Montrose Dr					
7	Folsom, CA 95630					
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 100.10 SALES TAX 7.20 TOTAL (Not to Exceed \$200.00) 100.10
---	--

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 _____
REQUESTED BY: <u>Sondra Lee</u> TYPED/PRINT DATE: <u>3/23/18</u>	Bus. Unit Account Fund Org: <u>GENFD/5890/11/FL.CP.OFFC</u>
REQUESTED BY: <u>Sondra Lee</u> SIGNATURE DATE: <u>3/23/18</u>	Program Sub-Class BY Proj/Grnt Amount: <u>67100/00000/2018/041A</u> \$ 100.10 #
APPROVED: <u>Whitney Yamamura</u> DEAN OR OTHER AUTHORIZED SIGNATURE DATE: <u>03/23/18</u>	Bus. Unit Account Fund Org: / / / /
APPROVED: <u>Kathleen Kirklin</u> VICE PRESIDENT, ADMINISTRATION DATE: <u>3/27/18</u>	Program Sub-Class BY Proj/Grnt Amount: / / / / \$