

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001094003

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

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/31/2017		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
821581 WURZER C SHEWMAKN	04ASPH	

Supplier: 0000024305
 US BANK
 P. O. BOX 6343
 FARGO ND 58125-6343

Phone: (800) 344-5696
Fax: (866) 229-9625

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 United States

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Tax Exempt? N Use Tax Applicable: Y

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	RIGID PAPERBOARD MAILERS - #2 - 7" X 9" - WHITE	10.00 CS	26.49	264.90	08/10/2017

ORDER NUMBER 176797

CREDIT CARD PURCHASE VIA PAYPAL

VENDOR:
 MAILERSUSA.COM

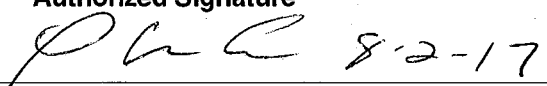
Sub Total Amount	264.90
Sales Tax Amount	0.00
Total PO Amount	264.90

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VS.ENRL	62100	00000	041A	264.90	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


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.

From: [Haney, Brenda](#)
To: [Shewmaker, Nicholas](#)
Subject: PO_0001094003_US BANK for MAILERS USA / RECEIVED.
Date: Thursday, August 03, 2017 1:37:16 PM
Attachments: [REQ# 821581 US BANK for MAILERS USA.pdf](#)
Importance: High

Hi Nick –

PO_0001094003_US BANK for MAILERS USA - we received this order 8/2 RCVR# 1079725 - see page 4 of attached pdf for copy of packing list .

- o Can you please email a copy of the signed PO.

Thank you,

Brenda Haney

Business Services

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

 916.608.6635 |  haneyb@flc.losrios.edu

From: [Shewmaker, Nicholas](#)
To: [Haney, Brenda](#)
Subject: RE: REQ#_821581_US BANK for MAILERS USA
Date: Thursday, July 27, 2017 3:55:47 PM

Hi Brenda,

I can order this. I will go and process off of this email but if you can send me signed originals that would be great.

Thanks,
Nick

From: Haney, Brenda
Sent: Thursday, July 27, 2017 3:53 PM
To: Shewmaker, Nicholas
Subject: REQ#_821581_US BANK for MAILERS USA
Importance: High

Hi Nick –

Can you accommodate an Online Order with credit card pre-pay for this attached REQ#_821581_US BANK for MAILERS USA, with Receiver Required on PO?

➤ Do you want me to mail the original signed paper requisition to you ?

Note: We did a Cal Card purchase for this last year (with chargeback to Area budget), but if we can do an encumbered PO this year, it will help with the delivery tracking.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

Los Rios Community College District

Requisition

Page _____ of _____

Req. No.	821581
P.O. No.	

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

DATE 7/17/17 VENDOR MAILERS USA

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL Web: www.mailersusa.com

PHONE _____ FAX _____

DELIVERY INSTRUCTIONS	
<u>04ASPH</u>	Department Building Location
<u>FLC</u>	<u>AAR</u>
College/District Location	Department
<u>Student Svcs.</u>	<u>8/15/17</u>
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	<u>Paperboard Mailer #2 (7"x9")</u>	10	<u>case</u> 100	26.49	264.90
2	<u>White</u>				
3	<u>Freeshipping!</u>				
6	<u>Request Online Order w/ CC Prepay</u>				
7	<u>Vendor accepts:</u>				
8	<u>Online Orders Only.</u>				

Purchases Charged to Categorical Programs, Grants or Special Projects	Tax	21.20
This purchase is in compliance with the requirements of _____		
Program Name		
For grants/special projects		
Program Director/Coordinator Signature	Project/Grant Number	Total
		286.10
Program Goal/Objective Number/Explanation		

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: CHRISTINE WURZOR TYPED/PRINT DATE 7/17/17

REQUESTED BY: [Signature] SIGNATURE DATE 7/17/17

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 7/20/17

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 7/26/17

62100 / 4500 / 11 / PL vs. encl

Bus. Unit	Account	* Fund	Org	
<u>62100</u>	<u>4500</u>	<u>2018</u>	<u>041A</u>	\$ <u>286.10</u>
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

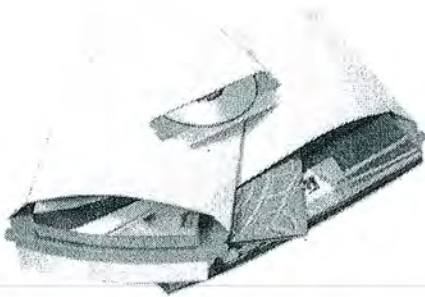


Shopping Cart Total \$0.00

- Home
- Bubble Mailers
- Flat Mailers
- Boxes
- Deposit Bags
- Other
- Specials

Rigid Paperboard Mailers

★★★★★ 5 / 5 12 Review(s) [Add Your Review](#)



Description Reviews

Rigid stay-flat mailers are designed to protect the items you do not want bent or damaged during transit. For mailing photos, documents, CD's with or without a case & more.

- Self-sealing adhesive closure is reliable & tamper evident
- Tear strip tab for quick and easy opening
- High quality Mailjacket® brand
- 14-26 point Board Weight, depending on size
- 100% Recyclable - Made from 100% Recycled Material

FREE SHIPPING - WHOLESALE PRICING!



#2 RPM2 White Paperboard Mailer #2

7 X 9

1.60 oz

100

FREE SHIPPING

1+ for \$28.99 /case

5+ for \$26.49 /case

15+ for \$25.49 /case

0



BILL-OF-LADING

Packlist ID: S450669
 Date: 7/31/2017
 Site: MID
 Page: 1

Ship To Address

CHRISTINE WURZER
 FOLSOM LAKE COLLEGE 0001094003 10 COLLE
 FOLSOM, CA 95630
 US
 SHEWMAN@LOSRIOS.EDU

Shipper

MailersUSA

US Bank for Mailer

*PO: 0001094003
 RCUR: 0001079725
 8/2/17 CMT*

CUSTOMER ORDER #
 176797

OUR ORDER NUMBER
 C516523

SHIPPING METHOD
 UPS Ground

SHIP DATE
 7/31/2017

FOB POINT
 UD3 - Dest
 SKU

ORD QTY	SHQ QTY	UOM	DESCRIPTION	SKU	NMFC	SHIP WEIGHT
1	10	10	CA PNSM20012 MJ-2 7" x 9" + 1.625" 100/CS	RPM2	153030 55	100 LB

Packlist Net Total Weight: _____

TOTAL WEIGHT: 110 LBS

TOTAL # of CTNS/BDLS: 10

FREIGHT PREPAID
 FREIGHT COLLECT
 3RDPARTY
 WILL CALL

Shipper: _____
 Per X: *CH*
 Print name: _____
 Date: 7.31.17

SHIPMENT ORIGIN
 15435 NE 92nd St, Redmond, WA 98052
 3131 Cincinnati Dayton Rd, Middletown, OH 45044
 4570 W Lower Buckeye Rd Suite 100, Phoenix, AZ 85043

FOR RETURNS CONTACT:
1-877-480-7005
support@mailersusa.com