



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

<p>VENDOR NAME AND ADDRESS: <u>Wenda Vander Werf</u></p> <p><u>Employee Reimbursement</u></p>	<p>DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call</p>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Supplies for Presidents office					
2	vases for events					
3	gift bags for events and awards					
4	plastic bin to hold vases					
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 _____
Project/Grant Number _____

Program Director/Coord. Signature _____
Program Goal/Objective Number/Explanation _____

SUB-TOTAL	
SALES TAX	
TOTAL (Not to Exceed \$200.00)	<u>23⁶⁰</u>

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.

Wenda Vander Werf 6/11/18
REQUESTED BY: TYPED/PRINT DATE

Wg Vander Way 6/11/18
REQUESTED BY: SIGNATURE DATE

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

[Signature] 6/14/18
APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Received by	Date
<u>Genld 4500 / 11 / FL. CP. offc</u>	<u>6/11/18</u>
Bus. Unit Account Fund Org	
<u>60100 / 0000 2018 / 041A</u>	<u>\$ 23⁶⁰</u>
Program Sub-Class BY Proj/Grnt	Amount
Bus. Unit Account Fund Org	
Program Sub-Class BY Proj/Grnt	Amount



DOLLAR TREE STORES, INC.

Store# 5422 (916) 408-8761
 53 Lincoln Blvd.
 Ste 150
 Lincoln CA 95648-6313

DESCRIPTION	QTY	PRICE	TOTAL
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GIFTBAG	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
GLASSWARE	1	1.00	1.00
DISH PAN WHITE	1	1.00	1.00
Sub Total		\$22.00	
SALES TAX		\$1.60	
Total		\$23.60	
Cash		\$24.00	
CHANGE	====>	\$-0.40	

\$23.60

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 * Please provide your feedback at *
 * www.dollartreefeedback.com *
 * Receive chances to win \$1,000 daily plus *
 * instant prizes valued at \$1,500 weekly *
 * or by calling 1-877-368-2540. *
 * For complete rules, eligibility and sweepstakes *
 * period and previous winners please visit *
 * www.dollartreefeedback.com *
 * No purchase/survey required to enter. *
 * Sweepstakes sponsored by Empathica, Inc. *
 * across multiple international clients. *
 * Survey Code: 5352 0840 9224 0206 *
 * *
 * We will gladly exchange any unopened item *
 * with original receipt. We do not offer refunds. *

8940 05422 02 021 2751852 5/23/18 19:00
 Sales Associate: Joe