

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001105148 CHANGE ORDER

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
04/29/2019	1 - 05/30/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1018687 COOKE HANEYB	04ASPH108 EOPS	

Supplier: 0000010481
FOLSOM LAKE COLLEGE
BOOKSTORE
10 COLLEGE PKWY
FOLSOM CA 95630

Phone: (916) 608-6565
Fax: (916) 608-6576

email: Robert.Mulligan@flc.losrios.edu

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					
Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	EOPS DRAWSTRING BACKPACK	350.00 EA	11.59	4,056.50	05/03/2019
2- 1	SHIPPING	1.00 EA	198.14	198.14	04/26/2019

QUOTE DATED 04/17/19

05-30-19 CHANGE ORDER PER J. HARMAN. NEW PO TOTAL \$4,569.02 - BH
INCREASE LINE# 1 UNIT PRICE TO \$11.59.
SPLIT BUDGET ON LINE# 1 TO:
81.5358% GENFD 7334 12 FL.VS.EOPS 73200 00000 408B \$3307.50
18.4642% GENFD 7334 12 FL.VS.EOPS 73200 00000 408E \$ 807.05

Sub Total Amount	4,254.64
Sales Tax Amount	314.38
Total PO Amount	4,569.02

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	7334	12	FL.VS.EOPS	73200	00000	408B	3,761.97	2019
GENFD	7334	12	FL.VS.EOPS	73200	00000	408E	807.05	2019

0001018687CHAVEZA23-APR-2019

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 personnel or unauthorized 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.

Change Order Request

Email Completed Change Order Request Form to: FLC-BSOChangeOrder@flc.losrios.edu

PO# 0001105148 **REQUEST DATE:** 5-29-2019 **COLLEGE/DEPT.:** EOPS
(One PO per Change Order)

VENDOR NAME: Folsom Lake College Bookstore

☒ **CHANGE UNIT PRICE on LINE# 1 TO \$11.59**

☒ **ADD BUDGET GENFD 7334 12 FL.VS.EOPS 73200 00000 408E ON** ☒ **LINE(S)# 1 IN THE AMOUNT OF \$807.05.**

FUND 12 REQUIREMENT – COMPLETE ONLY IF ADDING A BUDGET WITH NEW DEPT/ORG OR PROJ/GRANT#:

Program Name: Extended Opportunity Programs & Services (EOPS)		Project/Grant Number: 408B/408E
	Program Director/Coordinator Signature: <i>Elizabeth Cook</i>	

COMMENTS: The budget listed above is to cover the Line 1 unit price increase (unit and tax). I am including the new quote for reference. Thank you!



QUOTE

FLC COLLEGE STORE

10 College Pkwy, Folsom, CA 95630

CUSTOMER:

Libby Cook

DATE

5/29/2019

Quote Expiration Date

6/12/2019

Department:

EOPS

Phone:

PREPARED BY:

Rhonda Poteet

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
350	EOPS Drawstring Backpack	\$11.59	\$4,056.50
			\$0.00
			\$0.00
			\$0.00
			\$0.00

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

SUBTOTAL	\$4,056.50
TAX RATE	7.75%
SALES TAX	\$314.38
SHIPPING	\$198.14
TOTAL	\$4,569.02

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001105148

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.

Supplier: 0000010481
FOLSOM LAKE COLLEGE
BOOKSTORE
10 COLLEGE PKWY
FOLSOM CA 95630

Phone: (916) 608-6565
Fax: (916) 608-6576

email: Robert.Mulligan@flc.losrios.edu

Date	Revision	Page
04/29/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1018687 COOKE HANEYB	04ASPH108 EOPS	

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

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	EOPS DRAWSTRING BACKPACK	350.00 EA	9.45	3,307.50	05/03/2019
2- 1	SHIPPING	1.00 EA	198.14	198.14	04/26/2019

QUOTE DATED 04/17/19

Sub Total Amount	3,505.64
Sales Tax Amount	256.33
Total PO Amount	3,761.97

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	7334	12	FL.VS.EOPS	73200	00000	408B	3,761.97	2019

0001018687CHAVEZA23-APR-2019

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.

Requisition

Supplier: FOLSOM LAKE COLLEGE
BOOKSTORE
10 COLLEGE PKWY
FOLSOM CA 95630
United States

Phone: (916) 608-6565 **Fax:** (916) 608-6576
email: Robert.Mulligan@flc.losrios.edu

0000010481

Business Unit: GENFD OPEN		
Req ID:	Date	Page
0001018687	04/17/2019	1
Requisition Name:		
2019 FLC Bookstore EOPS		
Requester		Bldg#
Elizabeth Cook		EOPS
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: COOKE 17-APR-2019		

Ship To: See detail below

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	EOPS DRAWSTRING BACKPACK	350	EA	9.45	3,307.50
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 USA				
3-1	SHIPPING	1	EA	198.14	198.14
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630 USA				

3,505.64 Sub-total
256.33 Est. tax

Total Requisition Amount: 3,761.97

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	7334	12	FL.VS.EOPS	73200	00000	408B	3,505.64

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of _____

For grants/special projects _____

Name : _____

Approval Signature

Approval Signature

Approval Signature



QUOTE

FLC COLLEGE STORE

10 College Pkwy, Folsom, CA 95630

CUSTOMER:

Libby Cook

DATE

4/17/2019

Quote Expiration Date

5/1/2019

Department:

EOPS

Phone:

PREPARED BY:

Rhonda Poteet

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
350	EOPS Drawstring Backpack	\$9.45	\$3,307.50
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

	SUBTOTAL	\$3,307.50
	TAX RATE	7.75%
	SALES TAX	\$256.33
	SHIPPING	\$198.14
	TOTAL	\$3,761.97

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Machani, Rachana

From: Kravchuk, Alina
Sent: Thursday, April 18, 2019 1:53 PM
To: FLC-Requisitions
Cc: Degn, Kathy
Subject: FW: For your approval: EOPS drawstring bags

Follow Up Flag: Follow up
Flag Status: Flagged

Hello FLC Purchasing,

Kathy Degn does not have access to the ONLINE Authorization System for OLR's.



Please use this email as an approval from KATHY DEGN.

Thank you,

Alina Kravchuk | Administrative Assistant to Davin Brown Ed.D, Dean of Student Success & Kathy Degn, Interim
Dean of Student Services
Folsom Lake College | (916) 608-6769 | KravchA@flc.losrios.edu

From: Degn, Kathy <DegnF@flc.losrios.edu>
Sent: Thursday, April 18, 2019 1:29 PM
To: Estomo, Sharisse <EstomoS@flc.losrios.edu>; Kravchuk, Alina <KravchA@flc.losrios.edu>
Subject: Re: For your approval: EOPS drawstring bags

I approve this request.

Thank You,
kathy

Kathy F. Degn | Interim Dean of Student Services

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

p. 916-608-6780 | degnf@flc.losrios.edu | www.flc.losrios.edu

From: estomos@flc.losrios.edu <estomos@flc.losrios.edu>
Sent: Thursday, April 18, 2019 9:08:11 AM
To: Degn, Kathy
Subject: For your approval: EOPS drawstring bags

Workflow Notification

Priority:

Date Sent: 2019-04-18

Sent To: degnF@losrios.edu

cc:

Please click on the link below to access this transaction:

https://fs.losrios.edu/psp/staff/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Page=REQ_FORM&BUSINESS_UNIT=GENFD&REQ_ID=0001018687&Action=U

Message Text:

Thank you!