

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

Date	Revision	Page
05/13/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1019117 AGUILARJ HANEYB	04FLC EDC	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000022948
MINUTEMAN PRESS
930 ALHAMBRA BLVD STE 80
SACRAMENTO CA 95816

Phone: (916) 737-5631
Fax: (916) 737-5639

email: sacmidtown@minutemanpress.com

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	JOB ID 129487: 300 PENS, 1 SIDE, BIC CLIC, WHITE WITH ORGANE TRIM, TEAL-328 INK	1.00 EA	323.62	323.62	05/24/2019

QUOTE# 129487 04/25/19
WILL CALL- ORDER TO BE PICKED UP BY JULINE AGUILAR

Sub Total Amount	323.62
Sales Tax Amount	25.89
Total PO Amount	349.51

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proi</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4500	12	FL.VS.FCPG	64900	00000	471C	349.51	2019

0001019117CHAVEZA09-MAY-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: MINUTEMAN PRESS 0000022948
930 ALHAMBRA BLVD STE 80
SACRAMENTO CA 95816
United States

Phone: (916) 737-5631 **Fax:** (916) 737-5639
email: sacmidtown@minutemanpress.com

Ship To: RECEIVING
6699 CAMPUS DR
PLACERVILLE CA 95667

Business Unit: GENFD OPEN		
Req ID:	Date	Page
0001019117	04/26/2019	1
Requisition Name:		
2019 Minuteman Press		
Requester	Bldg#	
Juline Aguilar	EDC	
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: AGUILARJ 26-APR-2019		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	JOB ID 129487: 300 PENS, 1 SIDE, BIC CLIC, WHITE WITH ORGANE TRIM, TEAL-328 INK	1	EA	323.62	323.62 05/24/2019

323.62 Sub-total
23.46 Est. tax

Total Requisition Amount: 347.08

Attached is Quote from Phillip at Minuteman Press

<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	4500	12	FL.VS.FCPG	64900	00000	471C	323.62

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



Minuteman Press
685 Placerville Drive
Placerville, CA 95667
Ph. (530) 621-1650 / Fax: (530) 626-1667
www.placerville.minutemanpress.com

Quotation

4/25/2019

Bill to: Foster and Kinship Care Education
Los Rios Community College District
1919 Spanos Ct.
Sacramento, CA 95825

Phone: (530) 642-5659

Ship to: Folsom Lake College/FKCE Los Rios
6699 Campus Drive
Placerville, CA 95667

Phone: (530) 642-5659
Email: juline.aguilar@flc.losrios.edu

300 Pens (Job ID 129487)

Subtotal: **\$323.62**
Tax: **\$25.21**
Total: **\$348.83**

Component 1 of 1:

Printing

300 Finished Pieces

1 side

Bic Clic Stic Pen • White with Orange trim

Side 1 Ink(s): • Teal - 328

Shipping

Job Shipping

Salesperson: Phillip

Taxes are included.
Quote valid for 30 days.
Quote based on camera ready art, unless otherwise noted.

Terms: Net 30 days

Machani, Rachana

From: Aguilar, Juline
Sent: Thursday, May 9, 2019 8:40 AM
To: Machani, Rachana
Subject: Re: MINUTEMEN PRESS OLR#0001019117

Hi Rachana,

Minuteman says the local tax rate is 8.25% and they cannot change that as the product is made here within the city. I will be picking them up directly from Minuteman. Please advise.

Best,

Juline

Juline Aguilar

Director, Foster & Kinship Care Education

Folsom Lake College, El Dorado Center

(530) 642-5659

From: Machani, Rachana
Sent: Wednesday, May 8, 2019 3:38:55 PM
To: Aguilar, Juline
Cc: Korniychuk, Margarita
Subject: MINUTEMEN PRESS OLR#0001019117

Hi Juline,

We are moving forward with this OLR. It would be great if you could send us the revised quote with correct tax rate(7.25) as the item is being shipped to EDC. The tax amount should be \$ 23.46. Please find attached the quote for reference.

Best regards,

Rachana Machani

Business Services

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

☎ 916.608.6635 | ✉ machanr@flc.losrios.edu