

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001105584**

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
05/02/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1019213 HARTK HANEYB	04ASPH12 PIO	

**Supplier:** 0000004027  
 OFFICE DEPOT INC  
 4720 NORTHGATE BLVD  
 LOS RIOS ACCT: #89574855  
 SACRAMENTO CA 95834

**Phone:** (916) 569-5122  
**Fax:** (916) 927-3409

**email:** John.duncan@officedepot.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	TRADEMARK MGRS HI BACK CHAIR (ITEM #2535-B-25A) WITH 17-1101 STANDARD CYLINDER, GRADE B FABRIC: CROSSCHECK IMPERIAL	1.00 EA	455.00	455.00	05/01/2019
2- 1	TRADEMARK MGRS HI BACK CHAIR (ITEM #2535-B-25A) WITH 17-100MM CYLINDER, GRADE B FABRIC: CROSSCHECK IMPERIAL	2.00 EA	455.00	910.00	05/01/2019
3- 1	EVOLVE MGRS HI BACK CHAIR WITH MESH BACK (ITEM #1535-B-25A-68L) WITH 17-100MM CYLINDER, GRADE B FABRIC: CROSSCHECK IMPERIAL	1.00 EA	454.00	454.00	05/01/2019

QUOTE DATED 04/30/19 JOHN DUNCAN

TAGGING FOR FLC PIO  
 KRISTY HART  
 JANE CRANDELL  
 JENNIFER MCLANE  
 MATT BATTERSHELL

Sub Total Amount	1,819.00
Sales Tax Amount	140.98
Total PO Amount	1,959.98

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	11	FL.CP.PIISO	67100	00000	041A	1,959.98	2019

**ENTERED**  
 IWS

0001019213CHAVEZA01-MAY-2019

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

*(Handwritten 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:** OFFICE DEPOT INC  
 4720 NORTHGATE BLVD  
 LOS RIOS ACCT: #89574855  
 SACRAMENTO CA 95834  
 United States

0000004027

**Phone:** (916) 569-5122     **Fax:** (916) 927-3409  
**email:** John.duncan@officedepot.com

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD    OPEN	
Req ID: 0001019213	Date: 04/30/2019
Page: 1	
Requisition Name: OFFICE DEPOT - PISO CHAIRS	
Requester: Kristy Hart	Bldg#: PIO
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: HARTK    30-APR-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	TRADEMARK MGRS HI BACK CHAIR (ITEM #2535-B-25A) WITH 17-1101 STANDARD CYLINDER, GRADE B FABRIC: CROSSCHECK IMPERIAL	1	EA	455.00	455.00	
ASSET DEPT: PIO                      LOCATION: 04ASPH12      CATEGORY: EQUIP      1      PROFILE: EQP:OTHER						
2-1	TRADEMARK MGRS HI BACK CHAIR (ITEM #2535-B-25A) WITH 17-100MM CYLINDER, GRADE B FABRIC: CROSSCHECK IMPERIAL	2	EA	455.00	910.00	
ASSET DEPT: PIO                      LOCATION: 04ASPH12      CATEGORY: EQUIP      2      PROFILE: EQP:OTHER						
3-1	EVOLVE MGRS HI BACK CHAIR WITH MESH BACK (ITEM #1535-B-25A-68L) WITH 17-100MM CYLINDER, GRADE B FABRIC: CROSSCHECK IMPERIAL	1	EA	454.00	454.00	
ASSET DEPT: PIO                      LOCATION: 04ASPH12      CATEGORY: EQUIP      1      PROFILE: EQP:OTHER						

1,819.00 Sub-total  
 140.98 Est. tax

Total Requisition Amount:                      1,959.98

SEND CONFIRMING PO TO VENDOR: JOHN.DUNCAN@OFFICEDEPOT.COM

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proi</u>	<u>Amount</u>
GENFD	6490	11	FL.CP.PISO	67100	00000	041A	1,819.00

APR 30 P 3:22  
 PISO BUSINESS SERVICES

Approval/Signature 	Approval Signature 	Approval Signature 
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**Office DEPOT**  
**OfficeMax**

**QUOTATION**

DATE: 4/30/2019

Account # 89574855

Attention: **Kristy Hart hart@flc.losrios.edu**  
 Company: **Folsom Lack College-Comm. & Public Inform Off**  
 Address: **10 College Parkway**  
 City: **Folsom, CA 956306798**  
 Phone: **916.608.6993 (Cell916.747.1200)**  
 Fax:

**John Duncan**  
*Vertical Market Manager*  
 4720 Northgate Blvd.  
 Sacramento CA 95834  
 916 569-5167 + 866 438-4808 ext 167  
 Fax: 916 927-3409 + 866 438-4840

*We are pleased to quote as follows: Trademark & Evolve Chairs* john.duncan@officedepot.com

QTY	U/M	ITEM #	DESCRIPTION	LIST PRICE	NET PRICE	TOTAL NET
1	ea	2535-B-25A	Trademark Mgrs. Hi Back Chair	899.00	455.00	455.00
		17 base standard	Adj Arms 25A, Grade B fabric.			
		1101 standard	Seat pan 1900 comfort molded			
		cylinder	tractor seat. 21"W x 19"D			
		seat height range	17 high hub base 1101 cylinder			
		18" to 21-1/8"	CrossCheck Imperial			
		Tagging for:	Kristy Hart			
2	EA	2535-B-25A	Trademark Mgrs Hi Back Chair	899.00	455.00	910.00
		17 base standard	Adj Arms 25A, Grade B fabric.			
		100mm cylinder	Seat pan 1900 comfort molded			
		seat height range	tractor seat. 21"W x 19"D			
		19" to 22-3/8"	17 High hub Base100mm cylinder			
			CrossCheck Imperial			
		Tagging for:	Jane Crandell and Jennifer McLane			
1	EA	1535-B-25A-68L	Evolve Magrs Hi Back Chair	896.00	454.00	454.00
		17 base standard	Mesh back with Dual Air Lumbar			
		100mm cylinder	Adj Arms 25A, Grade B fabric.			
		seat height range	Seat pan 1900 comfort molded			
		19" to 22-3/8"	tractor seat. 21"W x 19"D			
			CrossCheck Imperial			
		Tagging for:	Matthew Battershell			
1	ea	delivery	free assembly and delivery	N/C		

NET 30 DAYS F.O.B. DESTINATION \$1,819.00

Delivery: Free delivery and Assembly Including Tax \$1,959.97

Comments: **Special Order items are Non-Returnable** BY: John Duncan

*This quotation is valid for 30 days*