



**FOLSOM LAKE COLLEGE**  
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF20006B**

PO Date: Jul 9, 2019

Date Required:

Ordered By: BUCHANAN

Requisition #: 42002

VENDOR: ARNOLDS FOR AWARDS  
3971 DUROCK ROAD, SUITE A  
SHINGLE SPRINGS CA 95682  
orders@arnoldsawards

SHIP TO:  
FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

BILL TO:  
FOLSOM LAKE COLLEGE  
ATTN: BUSINESS SERVICES  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

530-677-0623

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	BLANKET PURCHASE ORDER FOR FOLSOM LAKE COLLEGE OFFICE OF PHILANTHROPY	1.00	EA	\$500.000	\$500.00
	FROM JULY1, 2019 - JUNE 30, 2020				
	AUTHORIZED PERSONNEL: Sally Buchanan, Anne Ward, Susan Brackenhoff				
	EMAIL INVOICES TO: Mary Swanson 916-608-6695 mary.swanson@flc.losrios.edu				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

State Tax %

Sub Total

State Tax

Shipping

Total PO Amount

All shipments, invoices, and correspondence must be identified with our Purchase Order Number

Direct all deliveries and delivery documents to the SHIP TO address.

Direct all correspondence and invoices to the BILL TO address.

NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE

*Suzanne Clifton* 07/10/19

**FOLSOM LAKE COLLEGE**  
EL DORADO CENTER | RANCHO CORDOVA CENTER

**CHECK ONE**

- ASG(71,72)
- College Act. Trust(81)
- Foundation(83)
- IR(13,14)
- Harris Ctr(55)

**CAMPUS-BASED REQUISITION**

7-5-19

DATE

VENDOR Arnolds for Awards

REQ. # CBF

42002

ADDRESS 3971 Durrock Road, Suite A

PO REQUIRED(circle one) YES NO

CITY Shingle Springs

P.O. # CBF 20006 B

STATE CA ZIP 95682

DATE REQUIRED \_\_\_\_\_

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1					
2	<u>Blanket Purchase Order</u>				<u>500-</u>
3	<u>Office of Philanthropy</u>				
4					
5	<u>Authorized personnel</u>				
6	<u>Sally Buchanan</u>				
7	<u>Anne Ward</u>				
8	<u>Susan Brackenhoff</u>				
9	<u>Kathleen Leavitt</u>				
10					

**Check Distribution**

Call Student, Hold for pick up # \_\_\_\_\_

Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_

Forward to \_\_\_\_\_

Inter-Campus mail to \_\_\_\_\_

USPS mail \_\_\_\_\_

Other \_\_\_\_\_

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	<u>500-</u>

Account Name BANFL 5908 Bus Unit \_\_\_\_\_ Account 1831 FL.CP.FOUN Fund 70903 Department RECTN Program \_\_\_\_\_ Class \_\_\_\_\_ Project 6700 Amount \$ \_\_\_\_\_

Account Name \_\_\_\_\_ Bus Unit \_\_\_\_\_ Account \_\_\_\_\_ Fund \_\_\_\_\_ Department \_\_\_\_\_ Program \_\_\_\_\_ Class \_\_\_\_\_ Project \_\_\_\_\_ Amount \$ \_\_\_\_\_

AUTHORIZED Susan Brackenhoff  
Club Officer/Requestor

APPROVED Sally Buchanan  
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked \_\_\_\_\_ Vendor ID \_\_\_\_\_

Voucher # \_\_\_\_\_ Date \_\_\_\_\_

Warrant # \_\_\_\_\_ Date \_\_\_\_\_