

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001108244

COMPL

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
09/13/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1022148 MITCHINERB HANEYB	04CYPH144 CTE	

Supplier: 0000016755  
BALLOONS GALORE  
PO BOX 2072  
RANCHO CORDOVA CA 95741

Phone: (916) 383-6427  
Fax: (916) 361-7831

email: sacballoonpro@sbcglobal.net

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	BALLOONS FOR SPOTLIGHT NIGHT 9/25/19 - 27 GROUPS OF 3 WITH WEIGHTS	1.00 LOT	261.90	261.90	09/23/2019
2- 1	DELIVERY AND SETUP	1.00 EA	18.00	18.00	09/23/2019

PER PO TERMS AND CONDITIONS ITEM #19 CONTRACTOR IS TO PROVIDE PROOF OF INSURANCE CERTIFICATES LISTING LRCCD AS ADDITIONALLY INSURED

PREPAY INVOICE 3180 - FOR SET UP AND DELIVERY ON 09/25/2019

**Paid Ch# 94-784801**  
**09/18/19 AMT \$301.60**

Sub Total Amount	279.90
Sales Tax Amount	21.70
Total PO Amount	301.60

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5890	12	FL.VI.SWPA	60100	00000	483Y	301.60	2020

0001022148CHAVEZA12-SEP-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:** BALLOONS GALORE  
9795 BUSINESS PARK DRIVE #C  
SACRAMENTO CA 95827  
United States

0000016755

**email:**

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

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001022148	09/09/2019	1	
Requisition Name:			
BALLOONS GALORE SLN 2019 CE			
Requester		Bldg#	
Brandi Mitchiner		CTE	
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MITCHINB 09-SEP-2019			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	BALLOONS FOR SPOTLIGHT NIGHT 9/25/19 - 27 GROUPS OF 3 WITH WEIGHTS	1	LOT	261.90	261.90 09/23/2019
2-1	DELIVERY AND SETUP	1	EA	18.00	18.00 09/23/2019
3-1	TAX	1	EA	20.29	0.00 <b>CANCELED</b>

279.90 Sub-total  
23.27 Est. tax

Total Requisition Amount: 303.17

PREPAY ATTACHED INVOICE 3180 FOR DELIVERY

VENDOR WILL DELIVER AND SET UP BALLOON CLUSTER AT FLC ON 9/25/19

Vendor to mail original Invoice to LRCCD upon receipt of PO.  
Email PO to: Roberta Gangle at : sacballoonpro@sbcglobal.net

Event: SpotLight Night 9/25/2019  
Delivery: Cypress Hall FL2-144

**COLORS:**  
Tropical Teal  
Lime  
Orchard Purple

<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	5890	12	FL.VI.SWPA	60100	00000	483Y	279.90

**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**

**From:** [Balloons Galore//Roberta Gangl](#)  
**To:** [Mitchiner, Brandi](#)  
**Subject:** Re: Folsom Lake College - Spotlight Night 2019 Quote Request  
**Date:** Thursday, September 5, 2019 10:32:22 AM

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Hi Brandi, 28 groups of 3 on a weight \$9.70 each total of 28 Delivered \$300.19 Total. Let me know if it;s a go and I'll send over invoice. Thanks for calling Balloons Galore we appreciate your business

Roberta Gangl  
Balloons Galore  
383-6427

On Wednesday, September 4, 2019, 3:39:56 PM PDT, Mitchiner, Brandi <MitchiB@flc.losrios.edu> wrote:

Hi Roberta,

The Career Education department at Folsom Lake College is hosting our annual Spotlight Night Event, Wednesday 25<sup>th</sup> between the hours of 5:30 and 7:30 PM. This year we will not be requesting an arch, however, we would like to request a quote for 81 balloons in weighted bunches of 3 – for a total of 27 bunches of 3 balloons. We would like the following colors: lime, orchard purple, and robin's egg blue (or tropical teal). Attached is a copy of our flyer for this year's event for reference.

We look forward to hearing from you and working with you again.

Kind Regards,

**Brandi Mitchiner**

Grant Coordination Clerk

Career Education | Folsom Lake College

(916) 608-6924 | [MitchiB@flc.losrios.edu](mailto:MitchiB@flc.losrios.edu)

# BALLOONS GALORE

P.O. Box 2072

Rancho Cordova, CA 95741

(916) 383-6427 • Fax (916) 361-7831

INVOICE

B N<sup>o</sup> 3180



#

COD ☐

MAIL ☐

BILL ☐

Date 9-25-19

Time 4:00-4:30

Name

Los Rios Comm. College  
Folsom Lake College

Address

Acct Dept 1919 Sparks St

Zip

95825

Brandi Mitchiner Folsom, CA

Phone

Work

608-6924

To

Spotlight Night Event

Address

Tropical Teal

Lime

Orchard

Amount

27-groups of 3  
w/wt

261 90

18 00

Subtotal

279 90

Tax

20 29

Total

300 19

TERMS NET 30 DAYS

1.67% INTEREST PER MONTH THEREAFTER

*Thank You*