

Los Rios Community College District

Purchasing: (916)568-3071 * FAX (916) 568-3145
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
Acctg-ops@losrios.edu

PURCHASE ORDER NO B200410
CHANGE ORDER

COMPL

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000000902
CHEVRON U S A INC
PO BOX 530950
ATLANTA GA 30353-0950

email:

| | | |
|------------------------|------------------------|-----------------|
| Date | Revision | Page |
| 07/11/2019 | 3 - 03/16/2020 | 1 |
| Payment Terms | Freight Terms | Ship Via |
| NET 30 | Shipping Point | Best Method |
| Reference: | Location / Dept | |
| 1020692 TAYLORJ HANEYB | 04ADMN OPS | |

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
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 | 4500 - BLANKET PO FOR CREDIT CARD GASOLINE PURCHASES FOR FOLSOM LAKE COLLEGE CHEVRON ACCOUNT | 1.00 EA | 11,542.00 | 11,542.00 | 06/30/2020 |
| 2- 1 | 5890 BLANKET PO FOR CREDIT CARD NON-FUEL CHARGES, LATE FEES, AND INTEREST CHARGES ON FOLSOM LAKE COLLEGE CHEVRON ACCOUNT | 1.00 EA | 604.00 | 604.00 | 06/30/2020 |

VALID FROM 07-01-2019 TO 06-30-2020

AUTHORIZED PERSONNEL:
MELISSA WILLIAMS
TALINA BURKE
SERA CHADWICK
JENNIFER TAYLOR
AUGUSTINE CHAVEZ

PY PO B119063

12-17-19 INCREASE LINE# 1 BY \$1,842.00 & LINE# 2 BY \$304.00. PER A. CHAVEZ. NEW PO TOTAL \$9,146.00
- BH
03-16-20 INCREASE LINE# 1 BY \$3,000.00 PER J. HARMAN. NEW PO TOTAL \$12,146.00 - BH

| | |
|-------------------------|-----------|
| Sub Total Amount | 12,146.00 |
| Sales Tax Amount | 0.00 |
| Total PO Amount | 12,146.00 |

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 good 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 good 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.

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| 07/11/2019 | 3 - 03/16/2020 | 2 |
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CHEVRON U S A INC
PO BOX 530950
ATLANTA GA 30353-0950

email:

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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 |
|----------|------------------|----------|-----|----------|--------------|----------|
|----------|------------------|----------|-----|----------|--------------|----------|

| <u>BU</u> | <u>Acct</u> | <u>Fd</u> | <u>Org</u> | <u>Prog</u> | <u>Sub</u> | <u>Proj</u> | <u>Amount</u> | <u>BYear</u> |
|-----------|-------------|-----------|------------|-------------|------------|-------------|---------------|--------------|
| GENFD | 4500 | 11 | FL.VA.OPER | 67990 | 00000 | 051C | 11,542.00 | 2020 |
| GENFD | 5890 | 11 | FL.VA.OPER | 67990 | 00000 | 051C | 604.00 | 2020 |

0001020692CHAVEZA09-JUL-2019

Verification of this purchase order can be made using the Los Rios Community College District web site listed below.
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<http://www.losrios.edu/purchasing/povalidation>

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LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO B200410
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 |
| 07/11/2019 | 2 - 12/18/2019 | 1 |
| Payment Terms | Freight Terms | Ship Via |
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| 1020692 TAYLORJ HANEYB | 04ADMN OPS | |

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PO BOX 530950
ATLANTA GA 30353-0950

email:

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| 1- 1 | 4500 - BLANKET PO FOR CREDIT CARD GASOLINE PURCHASES FOR FOLSOM LAKE COLLEGE CHEVRON ACCOUNT | 1.00 EA | 8,542.00 | 8,542.00 | 06/30/2020 |
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VALID FROM 07-01-2019 TO 06-30-2020

AUTHORIZED PERSONNEL:
MELISSA WILLIAMS
TALINA BURKE
SERA CHADWICK
JENNIFER TAYLOR
AUGUSTINE CHAVEZ

PY PO B119063

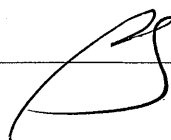
12-17-19 INCREASE LINE# 1 BY \$1,842.00 & LINE# 2 BY \$304.00. PER A. CHAVEZ. NEW PO TOTAL \$9,146.00
- BH

| | |
|-------------------------|----------|
| Sub Total Amount | 9,146.00 |
| Sales Tax Amount | 0.00 |
| Total PO Amount | 9,146.00 |

DO NOT SEND TO VENDOR

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Authorized Signature



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LOS RIOS COMMUNITY COLLEGE DISTRICT

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email:

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| NET 30 | Shipping Point | Best Method |
| Reference: | Location / Dept | |
| 1020692 TAYLORJ HANEYB | 04ADMN OPS | |

Ship To: FOLSOM LAKE COLLEGE
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FOLSOM CA 95630
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 |
|----------|------------------|----------|-----|----------|--------------|----------|
|----------|------------------|----------|-----|----------|--------------|----------|

| BU | Acct | Fd | Org | Prog | Sub | Proj | Amount | BYear |
|-------|------|----|------------|-------|-------|------|----------|-------|
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Authorized Signature
Authorized Signature
on Total PO
Amount Page

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Change Order Request

PO # B200410 (one PO per request)
Vendor Name Chevron USA Inc

Request Date: 12/16/19

College/Dept: FLC Operations

☐ Cancel Purchase Order (a purchase order can only be cancelled if there is no receiver or voucher against it)

☐ Close remaining balance on PO.

X Increase Blanket Purchase Order by \$2146.00 (**sales tax will be added** where applicable)

Budget to be charged

Line 1 4500 11 FL.VA.OPER 67990 00000 051C \$1842

Line 2 5890 11 FL.VA.OPER 67990 00000 051C \$304

OTHER: Please expedite – Credit Card bill is due. Thank you.

Completed should be forwarded via e-mail by an **authorized signer** to the **DO – Purchasing** mailbox.

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO B200410

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| Reference: 1020692 TAYLORJ HANEYB | Location / Dept 04ADMN | |

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| 1- 1 | 4500 - BLANKET PO FOR CREDIT CARD GASOLINE PURCHASES FOR FOLSOM LAKE COLLEGE CHEVRON ACCOUNT | 1.00 EA | 6,700.00 | 6,700.00 | 06/30/2020 |
| 2- 1 | 5890 BLANKET PO FOR CREDIT CARD NON-FUEL CHARGES, LATE FEES, AND INTEREST CHARGES ON FOLSOM LAKE COLLEGE CHEVRON ACCOUNT | 1.00 EA | 300.00 | 300.00 | 06/30/2020 |

VALID FROM 07-01-2019 TO 06-30-2020

AUTHORIZED PERSONNEL:
MELISSA WILLIAMS
TALINA BURKE
SERA CHADWICK
JENNIFER TAYLOR
AUGUSTINE CHAVEZ

PY PO B119063

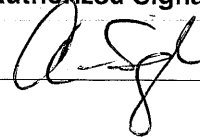
| | |
|-------------------------|----------|
| Sub Total Amount | 7,000.00 |
| Sales Tax Amount | 0.00 |
| Total PO Amount | 7,000.00 |

| BU | Acct | Fd | Org | Prog | Sub | Proj | Amount | BYear |
|-------|------|----|------------|-------|-------|------|----------|-------|
| GENFD | 4500 | 11 | FL.VA.OPER | 67990 | 00000 | 051C | 6,700.00 | 2020 |
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Requisition

Supplier: CHEVRON U S A INC
PO BOX 530950
ATLANTA GA 30353-0950
United States

0000000902

email:

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

| | | | |
|---------------------------------|------------|--------------|-------------|
| Business Unit: | | GENFD | OPEN |
| Req ID: | Date | Page | |
| 0001020692 | 07/08/2019 | 1 | |
| Requisition Name: | | | |
| 2020 CHEVRON | | | |
| Requester | | Bldg# | |
| Jennifer Taylor | | OPS | |
| Requester Signature | | | |
| Buyer: Brenda Haney | | | |
| Approved: | | | |
| Entered By: HARMANJ 08-JUL-2019 | | | |

| Line-Schd | Description | Quantity | UOM | Price | Extended Amt | Due Date |
|-----------|---|----------|-----|----------|--------------|----------|
| 1-1 | BLANKET PO FOR GAS CREDIT CARD PURCHASES FOR FOLSOM LAKE COLLEGE FROM 07/01/19 - 06/30/20 | 1 | EA | 6,700.00 | 6,700.00 | |
| 2-1 | NON-FUEL CHARGES, LATE FEES, AND INTEREST CHARGES ON CHEVRON ACCOUNT FROM 07/01/19 - 06/30/20 | 1 | EA | 300.00 | 300.00 | |

7,000.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 7,000.00

AUTHORIZED PERSONNEL: MELISSA WILLIAMS, TALINA BURKE, SERA CHADWICK, JENNIFER TAYLOR, AUGUSTINE CHAVEZ
DO NOT SEND PO TO VENDOR

PY BPO B119063

NOTE TO PURCHASING:
ASSIGN B200___PO#
NO TAX
AMOUNT ONLY

| BU | Acct | Fd | Org | Prog | Sub | Proj | Amount |
|-------|------|----|------------|-------|-------|------|----------|
| GENFD | 4500 | 11 | FL.VA.OPER | 67990 | 00000 | 051C | 6,700.00 |
| GENFD | 5890 | 11 | FL.VA.OPER | 67990 | 00000 | 051C | 300.00 |

| | | |
|--------------------|--------------------|--------------------|
| Approval Signature | Approval Signature | Approval Signature |
|--------------------|--------------------|--------------------|