

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO B200201

COMPL

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

Date	Revision	Page
07/03/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1020012 TAYLOR HANEYB	04ADMN	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000011574
 CITIBANK
 P.O. BOX 78025
 PHOENIX AZ 85062-8025

email:

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	BLANKET PURCHASE ORDER FOR FLC, EDC, RCC TRAVEL - CITIBANK VISA CENTRALLY BILLED ACCOUNT NUMBER ENDING IN 003661	1.00 EA	3,000.00	3,000.00	06/30/2020

VALID FROM 07-01-19 TO 06-30-19

AUTHORIZED PERSONNEL :
 JOANY HARMAN
 AUGUSTINECHAVEZ
 SUSAN CALISE

PY PO B119211

Sub Total Amount	3,000.00
Sales Tax Amount	0.00
Total PO Amount	3,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5200	11	FL.VA.BSOF	60100	00000	042I	3,000.00	2020

0001020012CHAVEZA17-JUN-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: CITIBANK
 P.O. BOX 78025
 PHOENIX AZ 85062-8025
 United States

0000011574

FLC BUSINESS SERV

JUN 12 A

Business Unit: GENFD OPEN	
Req ID: 0001020012	Date: 07/01/2019
Requisition Name: 2020 CITIBANK	
Requester: Jennifer Taylor	
Requester Signature:	
Buyer: Brenda Haney	
Approved:	
Entered By: Y.M 10-JUN-2019	

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR FLC, EDC, RCC TRAVEL - CITIBANK VISA CENTRALLY BILLED ACCOUNT NUMBER ENDING IN 003661	1	EA	3,000.00	3,000.00	07/01/2019

3,000.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 3,000.00

NOTE TO PURCHASING:
 ASSIGN B20__PO#
 AMOUNT ONLY

PY PO# B119211

AUTHORIZED PERSONNEL :
 JOANY HARMAN, AUGUSTINE CHAVEZ, SUSAN CALISE

<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	5200	11	FL.VA.BSOF	60100	00000	0421	3,000.00

Approval Signature	Approval Signature	Approval Signature
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F119 Citibank BPO #3/K start

Harman, Joany

From: Bouchard, Kelly@DGS <Kelly.Bouchard@dgs.ca.gov> on behalf of Statewide Travel Program@DGS <StatewideTravelProgram@dgs.ca.gov>
Sent: Monday, June 4, 2018 3:42 PM
Subject: Action Required - Important Notice Regarding your Agency's Citibank Account
Attachments: Check Payments effective 5.22.18.pdf
Importance: High

Good afternoon Travel Coordinators and Accounting Administrators,

The Citibank Payments Unit has updated their payment remittance addressing. Effective immediately, check payments for Citibank Central Travel Accounts (CTA) and Citibank Meeting Accounts (MTG) are to be sent to the payment remittance address located on the Citibank statement. That address is:

**CITIBANK
P.O. BOX 78025
PHOENIX, AZ 85062-8025**

Please ensure you update your records/financial system to reflect the new payment remittance address for Citibank payments. You should no longer use the Des Moines, IA address for submitting CTA and MTG payments to Citibank. Please use the remittance address located on the statement.

The attached document provides additional payment instructions, including the address for overnight delivery of payments. As a friendly reminder, please continue to include the 16-digit billing account number on the face of the check and submit only one (1) check payment per billing account.

Thank you in advance for your assistance. Please do not hesitate to contact us at statewidetravelprogram@dgs.ca.gov or at (916) 376-3974 should you have any questions.

Regards,

Statewide Travel Program
State of California » Department of General Services
707 3rd Street, 6th Floor MS 600
<http://www.dgs.ca.gov/travel>

Phone 916.376.3974
Fax 916.376.3999
Email statewidetravelprogram@dgs.ca.gov



Excellence in the Business of Government

FY18 = B118387A

GEJFD/5200/11/FL.VA.BSOF

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