

# Change Order Request

PO #0001110516

Request Date: 04/01/20

College/Dept: FLC OPS

Vendor Name ROBERTSON WORLDWIDE

CANCEL PO – Vendor does not accept purchase orders for small quantities. Department will look into a different vendor at a later date.

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**From:** Dale Marcus <[dale.marcus@robertsonlighting.com](mailto:dale.marcus@robertsonlighting.com)>

**Sent:** Monday, May 11, 2020 9:17 AM

**To:** Chadwick, Sera <[ChadwiS@flc.losrios.edu](mailto:ChadwiS@flc.losrios.edu)>

**Cc:** [info@robertsonlighting.com](mailto:info@robertsonlighting.com)

**Subject:** Re: Order Status

**CAUTION:** This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sera,

We do not show any open orders to your organization. The last purchase was in 2017.

We do not accept P.O.'s in this small quantity. Please visit our website to order.

Thank you

On Mon, May 11, 2020 at 12:12 PM Chadwick, Sera <[ChadwiS@flc.losrios.edu](mailto:ChadwiS@flc.losrios.edu)> wrote:

Hello,

My name is Sera Chadwick from Folsom Lake College and we had ordered 50 ballasts back in January but have not received them yet. Our District had a hard time trying to verify your contact information to send the purchase order, which was just processed by our business department. Purchase order was sent to: