

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 B200025 CHANGE ORDER

Date	Revision	Page
06/28/2019	2 - 05/08/2020	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1019536 THIESSEN HANEYB	04OPER113	

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000002517
HILLYARD
826 PROFESSOR LN STE 150
SACRAMENTO CA 95834

Phone: (800) 755-3111
Fax: (916) 569-4175

email: jborup@hillyard.com

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
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 CUSTODIAL SUPPLIES FOR FOLSOM LAKE COLLEGE	1.00 EA	15,000.00	15,000.00	06/30/2020

BID# 19023

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

AUTHORIZED PERSONNEL:

LEVI THIESSEN
TERRY MULLIGAN
MISSY WILLIAMS
SERA CHADWICK

PY PO B119049

05-08-20 INCREASE PO BY \$5,000.00 PER J. HARMAN. NEW PO TOTAL \$15,000.00 - BH

Sub Total Amount	15,000.00
Sales Tax Amount	0.00
Total PO Amount	15,000.00

<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.CUST	65300	00000	041A	15,000.00	2020

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 so do 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.

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO B200025

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.

Supplier: 0000002517
HILLYARD
826 PROFESSOR LN STE 150
SACRAMENTO CA 95834

Phone: (800) 755-3111
Fax: (916) 569-4175

email: jborup@hillyard.com

Date	Revision	Page
06/28/2019	1 - 07/02/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1019536 THIESSEN HANEYB	04OPER113	

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 CUSTODIAL SUPPLIES FOR FOLSOM LAKE COLLEGE	1.00	EA	10,000.00	10,000.00	06/30/2020

BID# 19023

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

AUTHORIZED PERSONNEL:

LEVI THIESSEN
TERRY MULLIGAN
MISSY WILLIAMS
SERA CHADWICK

PY PO B119049

Sub Total Amount	10,000.00
Sales Tax Amount	0.00
Total PO Amount	10,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.CUST	65300	00000	041A	10,000.00	2020

0001019536CHAVEZA24-MAY-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.

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Authorized Signature

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LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO B200025

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.

Supplier: 0000002517
HILLYARD
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SACRAMENTO CA 95834

Phone: (800) 755-3111
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NET 30	Shipping Point	See Details
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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
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<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	Authorized Signature
	on Total PO
	Amount Page

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Requisition

Supplier: HILLYARD
826 PROFESSOR LN STE 150
SACRAMENTO CA 95834
United States

0000002517

Phone: (800) 755-3111
email: jborup@hillyard.com

Fax: (916) 569-4175

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001019536	07/01/2019	1	
Requisition Name: 2020 HILLYARD			
Requester Levi Thiessen			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: CHADWICS 10-MAY-2019			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR CUSTODIAL SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/19 - 6/30/20	1	EA	10,000.00	10,000.00	05/10/2019

10,000.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 10,000.00

NOTE TO PURCHASING:
ASSIGN B120___ PO#
NO TAX
AMOUNT ONLY

AUTHORIZED PERSONNEL:

LEVI THIESSEN
TERRY MULLIGAN
MISSY WILLIAMS
SERA CHADWICK

FY19 BPO B119049

<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	4500	11	FL.VA.CUST	65300	00000	041A	10,000.00

Approval Signature	Approval Signature	Approval Signature
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From: [Thiessen, Levi](#)
To: [Chadwick, Sera](#); [Machani, Rachana](#)
Cc: [Williams, Melissa](#)
Subject: Re: Hillyard BPO# B200025
Date: Tuesday, June 30, 2020 12:38:53 PM
Attachments: [image001.png](#)

Yes, please proceed.

Sent via the Samsung Galaxy S10, an AT&T 5G Evolution capable smartphone
Get [Outlook for Android](#)

From: Machani, Rachana <MachanR@flc.losrios.edu>
Sent: Tuesday, June 30, 2020 12:34:28 PM
To: Thiessen, Levi <ThiessL@flc.losrios.edu>; Chadwick, Sera <ChadwiS@flc.losrios.edu>
Cc: Williams, Melissa <WilliaM@flc.losrios.edu>
Subject: Hillyard BPO# B200025

Good afternoon,

Can we go ahead and close this BPO?

It has a current balance of \$5823.37 (Line 1 GENFD 4500 11 FL.VA.CUST 65300 00000 2020 041A).

Please see below for reference.

PO Transaction History: b200025

PO ID	LINE	VENDOR	OPEN ENC	EXPENDED TOTAL
B200025	1	HILLYARD	5823.37	9176.63

Best regards,
Rachana.