

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO B200027  
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.

<b>Date</b>	<b>Revision</b>	<b>Page</b>
06/28/2019	2 - 02/03/2020	1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Method
<b>Reference:</b>	<b>Location / Dept</b>	
1019380 BARNES-LIGUORI HANEYB	1019380 BARNES-LIGUORI HANEYB	

**Supplier:** 0000002966  
KELLY PAPER  
1099 VINE ST  
SACRAMENTO CA 95811

**Phone:** (916) 616-9404  
**Fax:** (844) 979-7823

**email:** waylon.obrien@kellypaper.com

**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	700P BLANKET PURCHASE ORDER FOR PAPER AND SUPPLIES FOR PRINTING SERVICES FOR FOLSOM LAKE COLLEGE	1.00 EA	5,000.00	5,000.00	06/30/2020
2- 1	041A BLANKET PURCHASE ORDER FOR PAPER AND SUPPLIES FOR PRINTING SERVICES FOR FOLSOM LAKE COLLEGE	1.00 EA	14,000.00	14,000.00	06/30/2020

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

**AUTHORIZED PERSONNEL:**  
KATHY BARNES LIGUORI  
MELISSA WILLIAMS  
TALINA BURKE  
DANA RAMBURG

PY PO B119058

09-09-19 ADD DANA RAMBURG AS AUTHORIZED PERSONNEL AS PER J. HARMAN - BH

02-03-20 INCREASE LINE 2 BY \$9,000.00 PER J.HARMAN. NEW PO TOTAL \$19,000.00 - SEE ATTACHED -GH

<b>Sub Total Amount</b>	19,000.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	19,000.00

<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	4300	12	FL.VA.PRNT	49000	00000	700P	5,000.00	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**



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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 B200027 CHANGE ORDER

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

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Date	Revision	Page
06/28/2019	1 - 09/09/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1019380 BARNES-LIGUORI HANEYB	HANEYB HANEYB PER206 PRNTSVC	

**Supplier:** 0000002966  
KELLY PAPER  
1099 VINE ST  
SACRAMENTO CA 95811

**Phone:** (916) 616-9404

**email:** waylon.obrien@kellypaper.com

**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

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

AUTHORIZED PERSONNEL:  
KATHY BARNES LIGUORI  
MELISSA WILLIAMS  
TALINA BURKE  
DANA RAMBURG

PY PO B119058

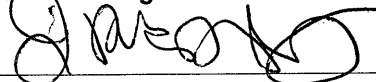
09-09-19 ADD DANA RAMBURG AS AUTHORIZED PERSONNEL PER J. HARMAN - BH

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	4300	12	FL.VA.PRNT	49000	00000	700P	5,000.00	2020
GENFD	4500	11	FL.VA.PRNT	67900	00000	041A	5,000.00	2020

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Authorized Signature



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Date	Revision	Page
06/28/2019	1 - 09/09/2019	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1019380 BARNES-LIGUORI HANEYB HANPER206	PRNTSVC	

**Supplier:** 0000002966  
KELLY PAPER  
1099 VINE ST  
SACRAMENTO CA 95811

**Phone:** (916) 616-9404

**email:** waylon.obrien@kellypaper.com

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
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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
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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>

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Authorized Signature  
on Total PO  
Amount Page

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NET 30	Shipping Point	See Details
Reference:	Location / Dept	
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**Supplier:** 0000002966  
KELLY PAPER  
1099 VINE ST  
SACRAMENTO CA 95811

**Phone:** (916) 616-9404

**email:** Kevin.Austin@spicers.com

**Ship To:** FOLSOM LAKE COLLEGE  
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10 COLLEGE PARKWAY  
FOLSOM CA 95630  
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VALID FROM 07-01-2019 TO 06-30-2020

AUTHORIZED PERSONNEL:  
KATHY BARNES LIGUORI  
MELISSA WILLIAMS  
TALINA BURKE

PY PO B119058

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	4300	12	FL.VA.PRNT	49000	00000	700P	5,000.00	2020
GENFD	4500	11	FL.VA.PRNT	67900	00000	041A	5,000.00	2020

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# Requisition

**Supplier:** KELLY PAPER  
1099 VINE ST  
SACRAMENTO CA 95811  
United States

**Phone:** (916) 616-9404  
**email:** Kevin.Austin@spicers.com

0000002966

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001019380	07/01/2019	1	
Requisition Name:			
2020 Kelly BPO			
Requester			
Kathy Barnes-Liquori			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: BARNES-K 06-MAY-2019			

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	700P BLANKET PURCHASE ORDER FOR PAPER AND SUPPLIES FOR PRINTING SERVICES FOR FOLSOM LAKE COLLEGE	1	EA	5,000.00	5,000.00	
2-1	041A BLANKET PURCHASE ORDER FOR PAPER AND SUPPLIES FOR PRINTING SERVICES FOR FOLSOM LAKE COLLEGE	1	EA	5,000.00	5,000.00	

10,000.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 10,000.00

AUTHORIZED PERSONNEL:  
KATHY BARNES LIGUORI  
MELISSA WILLIAMS  
TALINA BURKE

PY BPO B119058

7/1/2019 - 6/30/2020

NOTE TO PURCHASING:  
ASSIGN B120\_\_\_PO#  
NO TAX  
AMOUNT ONLY

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VA.PRNT	49000	00000	700P	5,000.00
GENFD	4500	11	FL.VA.PRNT	67900	00000	041A	5,000.00

## 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:** [Barnes-Liguori, Kathy](#)  
**To:** [Machani, Rachana](#)  
**Cc:** [Williams, Melissa](#)  
**Subject:** Re: Kelly paper BPO# B200027  
**Date:** Tuesday, June 23, 2020 11:50:00 AM  
**Attachments:** [image001.png](#)

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Yes. It is OK to close this PO.

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**From:** Machani, Rachana <MachanR@flc.losrios.edu>  
**Sent:** Tuesday, June 23, 2020 11:46 AM  
**To:** Barnes-Liguori, Kathy <BarnesK@flc.losrios.edu>  
**Cc:** Williams, Melissa <WilliaM@flc.losrios.edu>  
**Subject:** Kelly paper BPO# B200027

Good morning,

Can we go ahead and close this BPO?

It has a current balance of \$209.27 (Line 1 GENFD 4300 12 FL.VA.PRNT 49000 00000 2020 700P) and \$6754.62 (Line 2 GENFD 4500 11 FL.VA.PRNT 67900 00000 2020 041A). Please see below for reference.

### **PO Transaction History: B200027**

PO ID	LINE	VENDOR	OPEN ENC	EXPENDED TOTAL
B200027	1	KELLY PAPER	209.27	4790.73
B200027	2	KELLY PAPER	6754.62	7245.38

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Thank You,  
Best regards,  
Rachana.