

# LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO B200879 CHANGE ORDER - REPRINT

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

Date	Revision	Page
12/10/2019	2 - 01/23/2020	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1023847 DOWELLZ HANEYB	04ASPH130 SME	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000003596  
MEISSNER SEWING MACHINE CO INC  
2417 CORMORANT WAY  
SACRAMENTO CA 95815

**Phone:** (916) 920-2121  
**Fax:** (916) 920-9186

**email:** drew@meissnersewing.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	BLANKET ORDER FOR MISC SEWING AND EMBROIDERY SUPPLIES FOR FLC INNOVATION CENTER	1.00 EA	518.62	518.62	05/01/2020
2- 1	BLANKET ORDER FOR MISC SEWING AND EMBROIDERY SUPPLIES FOR FLC INNOVATION CENTER	1.00 EA	495.00	495.00	05/01/2020

VALID FROM 12-05-2019 TO 05-01-2020

AUTHORIZED PERSONNEL:  
GREG MCCORMAC  
LINDA SANTORO  
ZACHARY DOWELL  
AMIRA SAATI

12-17-2019 DECREASE PO BY \$505.00 PER A. CHAVEZ. NEW PO TOTAL \$995.00 - BH

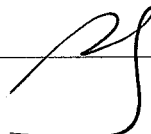
1-23-20 ADD LINE 483Z-BLANKET ORDER FOR MISC SEWING AND EMBROIDERY SUPPLIES FOR FLC INNOVATION CENTER AT A COST OF \$495.00 PER UNIT. CLOSE REMAINING BALANCE ON LINE 1 482Z OF \$476.38. PER J.HARMAN - SEE ATTACHED - GH

Sub Total Amount	1,013.62
Sales Tax Amount	0.00
Total PO Amount	1,013.62

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VI.SWPA	09000	00000	482Z	347.48	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 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.

# LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO B200879 CHANGE ORDER

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Date	Revision	Page
12/10/2019	1 - 12/17/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1023847 DOWELLZ HANEYB	04ASPH130 SME	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000003596  
MEISSNER SEWING MACHINE CO INC  
2417 CORMORANT WAY  
SACRAMENTO CA 95815

**Phone:** (916) 920-2121  
**Fax:** (916) 920-9186

**email:** drew@meissnersewing.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	BLANKET ORDER FOR MISC SEWING AND EMBROIDERY SUPPLIES FOR FLC INNOVATION CENTER	1.00 EA	995.00	995.00	05/01/2020

VALID FROM 12-05-2019 TO 05-01-2020

**AUTHORIZED PERSONNEL:**  
GREG MCCORMAC  
LINDA SANTORO  
ZACHARY DOWELL  
AMIRA SAATI

12-17-2019 DECREASE PO BY \$505.00 PER A. CHAVEZ. NEW PO TOTAL \$995.00 - BH

Sub Total Amount	995.00
Sales Tax Amount	0.00
Total PO Amount	995.00

This PO was set up incorrectly with two budgets attached to one line. It should have been one line for each budget.

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VI.SWPA	09000	00000	482Z	666.65	2020
GENFD	4500	12	FL.VI.SWPA	09000	00000	483Z	328.35	2020

0001023847CHAVEZA09-DEC-2019

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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## Change Order Request

Email Completed Change Order Request Form to: [FLC-BSOChangeOrder@flc.losrios.edu](mailto:FLC-BSOChangeOrder@flc.losrios.edu)

**PO#** B200879

**REQUEST DATE:** 12/12/2019

**COLLEGE/DEPT.:** FLC/SME

**VENDOR NAME:** MEISSNER SEWING MACHINE CO INC

☒ DECREASE BLANKET PO BY \$505.00

BUDGET: GENFD 4500 12 FL.VI.SWPA 09000 00000 482Z

Requested By: Amira Saati

Approved By:

A handwritten signature in black ink, appearing to read "Victoria A. Nyanteh", is written over the "Approved By:" label.

# LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO B200879

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PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
12/10/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1023847 DOWELLZ HANEYB	04ASPH130	

**Supplier:** 0000003596  
MEISSNER SEWING MACHINE CO INC  
2417 CORMORANT WAY  
SACRAMENTO CA 95815

**Phone:** (916) 920-2121  
**Fax:** (916) 920-9186

**email:** drew@meissnersewing.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	BLANKET ORDER FOR MISC SEWING AND EMBROIDERY SUPPLIES FOR FLC INNOVATION CENTER	1.00 EA	1,500.00	1,500.00	05/01/2020

VALID FROM 12-05-2019 TO 05-01-2020

**AUTHORIZED PERSONNEL:**  
GREG MCCORMAC  
LINDA SANTORO  
ZACHARY DOWELL  
AMIRA SAATI

Sub Total Amount	1,500.00
Sales Tax Amount	0.00
Total PO Amount	1,500.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VI.SWPA	09000	00000	482Z	1,005.00	2020
GENFD	4500	12	FL.VI.SWPA	09000	00000	483Z	495.00	2020

0001023847CHAVEZA09-DEC-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**



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# Requisition

**Supplier:** MEISSNER SEWING MACHINE CO INC 0000003596  
2417 CORMORANT WAY  
SACRAMENTO CA 95815  
United States

**Phone:** (916) 920-2121 **Fax:** (916) 920-9186  
**email:** drew@meissnersewing.com

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD OPEN		
Req ID:	Date	Page
0001023847	12/05/2019	1
Requisition Name:		
MEISSNER SEWING MACHINE CO INC		
Requester		
Zachary Dowell		
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: SAATIA 05-DEC-2019		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	BLANKET ORDER FOR MISC SEWING AND EMBROIDERY SUPPLIES FOR FLC INNOVATION CENTER VALID 12/5/2019 TO 5/1/2020	1	EA	1,500.00	1,500.00 12/06/2019

1,500.00 Sub-total  
116.25 Est. tax

Total Requisition Amount: 1,616.25

For purchases from 12/05/2019 thru 05/01/2020

Authorized Personnel:  
Greg McCormac  
Linda Santoro  
Zachary Dowell  
Amira Saati

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	12	FL.VI.SWPA	09000	00000	482Z	1,005.00
GENFD	4500	12	FL.VI.SWPA	09000	00000	483Z	495.00

## 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:** [Dowell, Zachary](#)  
**To:** [Machani, Rachana](#); [Santoro, Linda](#); [Saati, Amira](#)  
**Cc:** [McCormac, Gregory](#); [Taylor, Jennifer](#)  
**Subject:** RE: MEISSNER SEWING MACHINE CO INC PO# B200879  
**Date:** Thursday, June 18, 2020 12:04:36 PM  
**Attachments:** [image001.png](#)

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Rachana,

I think so. I don't think we'll be going to the sewing shop any time soon. ☺

Zack

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**From:** Machani, Rachana <MachanR@flc.losrios.edu>  
**Sent:** Thursday, June 18, 2020 11:57 AM  
**To:** Santoro, Linda <santorl@flc.losrios.edu>; Dowell, Zachary <DowellZ@flc.losrios.edu>; Saati, Amira <AwabdyA@flc.losrios.edu>  
**Cc:** McCormac, Gregory <McCormG@flc.losrios.edu>; Taylor, Jennifer <TaylorJ@flc.losrios.edu>  
**Subject:** MEISSNER SEWING MACHINE CO INC PO# B200879

Good morning,

Can we go ahead and close this BPO?

It has a current balance of \$ 495.00 (Line 2 GENFD 4500 12 FL.VI.SWPA 09000 00000 2020 483Z).

Please see below for reference.

### PO Transaction History: b200879

PO ID	LINE	VENDOR	OPEN ENC	EXPENDED TOTAL
B200879	1	MEISSNER SEWING MACHINE CO INC	0	518.62
B200879	2	MEISSNER SEWING MACHINE CO INC	495	0

Thankyou,  
Best regards,  
Rachana.