

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001108180

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.

Date	Revision	Page
09/10/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1022033 MESAC HANEYB	04CYPH144	

**Supplier:** 0000004027  
OFFICE DEPOT INC  
4720 NORTHGATE BLVD  
LOS RIOS ACCT: #89574855  
SACRAMENTO CA 95834

**Phone:** (916) 569-5122

**email:** John.duncan@officedepot.com

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798  
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	ITEM # 1535-B-25A EVOLVE MGRS.HI BACK, GRD B FABRIC 25A ADJ ARMS (MOGUL GRAPHITE), 0013 BASE, 100MM CYLINDER.	3.00 EA	345.00	1,035.00	09/06/2019

QUOTE DATED 8/9/2019

FOR: MELISSA WILLIAMS FLC OPERATIONS

**Paid Ch# 94-787689**  
**11/14/19 Amt \$1115.21**

Sub Total Amount	1,035.00
Sales Tax Amount	80.21
Total PO Amount	1,115.21

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VI.SWPA	60100	00000	483Y	1,115.21	2020

0001022033CHAVEZA06-SEP-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:** OFFICE DEPOT INC  
4720 NORTHGATE BLVD  
LOS RIOS ACCT: #89574855  
SACRAMENTO CA 95834  
United States  
  
**Phone:** (916) 569-5122  
**email:** John.duncan@officedepot.com

0000004027

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001022033	09/04/2019	1	
Requisition Name:			
OFFICE DEPOT-CE			
Requester			
Colleen Mesa			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MESAC 04-SEP-2019			

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	ITEM # 1535-B-25A EVOLVE MGRS.HI BACK, GRD B FABRIC 25A ADJ ARMS (MOGUL GRAPHITE)	3	EA	345.00	1,035.00

1,035.00 Sub-total  
80.21 Est. tax

Total Requisition Amount: 1,115.21

QUOTE DTD 8/9/2019 BY JOHN DUNCAN

<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	12	FL.VI.SWPA	60100	00000	483Y	1,035.00

## 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

Attention: **Melissa Williams**  
Company: **Folsom Lake College Admin**  
Address: **10 College Parkway**  
City: **Folsom, CA 956306798**  
Phone: **916.608.6588**  
Fax: **916**

**John Duncan**  
*Vertical Market Manager*  
4720 Northgate Blvd.  
Sacramento CA 95834  
916 569-5167 + 866 438-4808 ext 167  
Fax: 916 927-3409 + 866 438-4840

We are pleased to quote as follows: **Evolve Task Chair** john.duncan@officedepot.com

QTY	U/M	ITEM #	DESCRIPTION	LIST PRICE	NET PRICE	TOTAL NET
3	ea	1535-B-25A	Evolve Mgrs. Hi Back, Grd B	696.00	345.00	1,035.00
			Fabric 25A Adj Arms			
			Moguls Graphite			
			0013Base, 100mm cylinder			
			for Melissa Williams			
1	ea	delivery	free assembly and delivery			

NET 30 DAYS F.O.B. DESTINATION \$1,035.00

Delivery: Free delivery and Assembly Including Tax \$1,115.21

Comments: **Special Order items are Non-Returnable** BY: John Duncan

This quotation is valid for 30 days

## STRONG WORKFORCE EXPENDITURE CHECKLIST

Requisition/BPO/Travel Authorization Number: 0001022033

Date: 9/4/19

- ☐ 1) Broaden and enhance career exploration and planning, work-based learning opportunities, and other supports for students. (Student Success - Recommendation #1)
- ☐ 2) Improve CTE student progress and outcomes. (Student Success - Recommendation #2)
- ☐ 3) Evaluate, strengthen, and revise the curriculum development process to ensure alignment from education to employment. (Curriculum - Recommendation #7)
- ☐ 4) Develop, identify and disseminate effective CTE practices. (Curriculum - Recommendation #11)
- ☐ 5) Enhance professional development opportunities for CTE faculty to maintain industry and program relevance. (CTE Faculty - Recommendation #15)
- ☒ 6) Improve the quality, accessibility, and utility of student outcome and lmi data to support students, educators, colleges, regions, and employers in CTE program development and improvement efforts. (Workforce Data & Outcomes - Recommendation #9)

Budget String: GENFD /12/ 4500 / FL.VI.SWPA / 60100 / 00000 /2020 / 483Y

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Current Balance in Budget String: \_\_\_\_\_