

# Change Order Request

PO #0001110516 Request Date: 05/11/20

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:

# Los Rios Community College District

**PURCHASE ORDER NO 0001110516  
CHANGE ORDER**

Purchasing: (916)568-3071 \* FAX (916) 568-3145  
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

<b>Date</b>	<b>Revision</b>	<b>Page</b>
01/31/2020	1 - 04/02/2020	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>	
1024522 MILLERT HANEYB	04OPER	

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000034446  
ROBERTSON WORLDWIDE  
PO BOX 7083  
REMITTANCE LOCKBOX  
CAROL STREAM IL 60197-7083

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

**email:**

**Bill To:** 1919 Spanos Court  
Sacramento CA 95825-3981  
United States

<b>Tax Exempt?</b>	<b>N</b>	<b>Use Tax Applicable:</b>	<b>Y</b>	<b>Line-Sch</b>	<b>Item/Description</b>	<b>Quantity UOM</b>	<b>PO Price</b>	<b>Extended Amt</b>	<b>Due Date</b>
				1- 1	BALLAST - SKU# PSM226CQMVDWCE	50.00 EA	13.15	657.50	02/09/2020
				2- 1	TARIFF SURCHARGE	1.00 EA	51.50	51.50	04/02/2020

04-02-20 ADD LINE# 2 AND UPDATE VENDORS REMIT TO ADDRESS PER J. HARMAN. NEW PO TOTAL \$709.00 - BH

<b>Sub Total Amount</b>	709.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	709.00

<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	65100	00000	041A	709.00	2020

0001024522CHAVEZA30-JAN-2020

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 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 0001110516

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

Date	Revision	Page
01/31/2020		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1024522 MILLERT HANEYB	04OPER	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000034446  
 ROBERTSON WORLDWIDE  
 4700 137TH STREET UNIT 1A  
 CRESTWOOD IL 60445

**Phone:** (800) 323-5633  
**Fax:** (877) 388-2420

**email:** info@robertsonlighting.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 Use Tax Applicable: Y

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	BALLAST - SKU# PSM226CQMVDWCE	50.00EA	13.15	657.50	02/09/2020

Sub Total Amount	657.50
Sales Tax Amount	0.00
Total PO Amount	657.50

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.CUST	65100	00000	041A	657.50	2020

0001024522CHAVEZA30-JAN-2020

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<http://www.losrios.edu/purchasing/povalidation>

**FAXED**  
 JAN 31 2020  
 BY: *re*

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

*[Handwritten 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:** ROBERTSON WORLDWIDE      0000034446  
 4700 137TH STREET UNIT 1A  
 CRESTWOOD IL 60445  
 United States

**Phone:** (800) 323-5633      **Fax:** (877) 388-2420  
**email:** info@robertsonlighting.com

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

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001024522	01/28/2020	1	
Requisition Name: ROBERTSON WORLDWIDE			
Requester Travis Miller			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: CHADWICS 28-JAN-2020			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BALLAST - SKU# PSM226CQMVDWCE	50	EA	13.15	657.50	01/28/2020

657.50 Sub-total  
50.96 Est. tax

Total Requisition Amount:      708.46

<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	65100	00000	041A	657.50

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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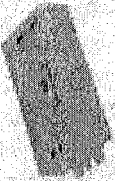
Miller, Travis

From: Travis Miller <travis\_m8@yahoo.com>  
Sent: Wednesday, January 15, 2020 10:43 AM  
To: Miller, Travis

# Order Summary

Cart Subtotal	\$657.50
Handling Charges	\$0.00
Free Shipping - Free	
<b>Order Total Incl. Tax</b>	<b>\$657.50</b>
Order Total Excl. Tax	\$657.50

1 Item in Cart

 PSM226CQMVDWCE  
Qty: 50

Is this order tax exempt? If yes, please email the exemption certificate to info@mhbertco.com

Sent from my iPhone

PSM226CQMVDWCE

~~\$15.95~~

**IN STOCK**  
SKU#: PSM226CQMVDWCE

Buy 10 for \$13.95 each and **save 13%**

Buy 30 for \$13.55 each and **save 15%**

Buy 50 for \$13.15 each and **save 18%**

Qty

50

Add to Cart

■ ADD TO COMPARE

Electronic Program Start, 120-277Vac, 50-60Hz for 2/1 CFQ26W/G24q Lamps, dual entry connectors (no leads)

