

# LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001109647

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

Date	Revision	Page
11/27/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1023517 WURZERC HANEYB	04ASPH177 STUSVC	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000029751  
 SCRIP-SAFE INTERNATIONAL INC  
 136 COMMERCE BLVD  
 LOVELAND OH 45140

**Phone:** (800) 736-7319  
**Fax:** (513) 697-7891

**email:**

**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	DIPLOMA STOCK	2,500.00EA	1.27	3,172.60	12/05/2019
		2- 1	FREIGHT	1.00EA	48.00	48.00	11/27/2019

QUOTE #: 0197507  
 CUSTOMER #: 0003758

**Paid Ch# 94-790313**  
**01/14/20 Amt \$ 3466.48**

Sub Total Amount	3,220.60
Sales Tax Amount	0.00
Total PO Amount	3,220.60

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4501	11	FL.VS.ENRL	62100	00000	101E	1,610.30	2020
GENFD	4501	12	FL.VS.SSSP	63299	00000	597Y	1,610.30	2020

0001023517CHAVEZA25-NOV-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:** SCRIP-SAFE INTERNATIONAL INC      0000029751  
 136 COMMERCE BLVD  
 LOVELAND OH 45140  
 United States

**Phone:** (800) 736-7319      **Fax:** (513) 697-7891  
**email:**

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

<b>Business Unit:</b> <b>GENFD</b> <b>OPEN</b>	
Req ID: 0001023517	Date: 11/13/2019
Page 1	
Requisition Name: SCRIP-SAFE SECURITY PRODUCTS	
Requester Christine Wurzer	Bldg# STUSVC
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: KRAVCHUA 13-NOV-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	DIPLOMA STOCK	2,500	EA	1.27	3,172.50	
2-1	FREIGHT	1	EA	48.00	48.00	

3,220.50 Sub-total  
245.87 Est. tax

Total Requisition Amount:      3,466.37

QUOTE #: 0197507  
 CUSTOMER #: 0003758

<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	4501	11	FL.VS.ENRL	62100	00000	101E	1,610.25
GENFD	4501	12	FL.VS.SSSP	63299	00000	597Y	1,610.25

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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## Record of Quote (0197507)

(this quote is valid for 90 days from the date issued)

**Institutional Name:** FOLSOM LAKE COLLEGE **Customer #:** 0003758

**Contact:** Christine Wurzer

**Phone:** (916) 608-6645 **Email:** wurzerc@flc.losrios.edu

SCRIP-SAFE® requires a purchase order, completed credit card form, or prepayment by check before manufacturing on exact repeat orders or beginning the proofing process for new and revised orders. \*\*LICENSING USE: This quote does not include any royalty or licensing fees as products are ordered for internal school use. \*\*

**\*\*DIPLOMA COVERS, MAILERS AND TUBES\*\*** DUE TO ADDITIONAL MATERIALS AND PRODUCTION VARIABLES THAT MUST BE ALLOWED FOR, THERE IS AN OVER/UNDER-RUN POLICY FOR THESE ITEMS TO ACCOUNT FOR POSSIBLE SPOILAGE. YOU WILL BE INVOICED FOR THE NUMBER SHIPPED, WITHIN THE FOLLOWING ALLOWANCES: 5% FOR DIPLOMA COVERS & TUBES & 10% FOR MAILERS.

Item	Ordered	Price	Amount
DIPLOMA STOCK	2,500.00	1.2690	3,172.60
FREIGHT	1.00	48.0000	48.00
			<b>3,220.60</b>

**Notes:**

Exact Repeat of #0177266; diploma -- embossed black header & embossed silver seal w/ teal -- 8 x 6

**Shipping Address**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Billing Address**

send electronic invoices: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SCRIP-SAFE® assigns an estimated ship date once the proofing process is completed for new and repeat orders with changes, and receipt of a purchase order, completed credit card form, or prepayment by check for exact repeat orders. Generally for most printed products the ship date will be within 20 working days of this time frame, but can vary slightly depending on production. Time frames for DIPLOMA COVERS are 8-10 WEEKS, DIPLOMA TUBES are 6-8 WEEKS and DIPLOMA MAILERS are 4-6 WEEKS, these will increase during peak seasons.

Quoted by: HEATHER GUTHRIDGE

Date: 11/13/2019

Approval for \$: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_