

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO B200200

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

Date	Revision	Page
07/03/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1020008 TAYLORJ	04ADMN	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000024305
 US BANK
 P. O. BOX 6343
 FARGO ND 58125-6343

Phone: (800) 344-5696
Fax: (866) 229-9625

email:

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	041X BSOF BLANKET PURCHASE ORDER FOR FOLSOM LAKE COLLEGE CAL CARD PURCHASES, CARD ISSUED TO JOAN HARMAN, FLC BSO GF	1.00 LOT	5,000.00	5,000.00	06/30/2020
2- 1	041A PISO BLANKET PURCHASE ORDER FOR FOLSOM LAKE COLLEGE CAL CARD PURCHASES, CARD ISSUED TO JOAN HARMAN, FLC BSO GF	1.00 LOT	5,000.00	5,000.00	06/30/2020
3- 1	051C KHAN BLANKET PURCHASE ORDER FOR FOLSOM LAKE COLLEGE CAL CARD PURCHASES, CARD ISSUED TO JOAN HARMAN, FLC BSO GF	1.00 LOT	240.00	240.00	06/30/2020

VALID FROM 07-01-19 TO 06-30-19

AUTHORIZED PERSONNEL:
 JOANY HARMAN

Sub Total Amount	10,240.00
Sales Tax Amount	0.00
Total PO Amount	10,240.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5500	11	FL.VI.KINE	08700	00000	051C	240.00	2020
GENFD	5890	11	FL.CP.PISO	67100	00000	041A	5,000.00	2020
GENFD	5890	11	FL.VA.BSOF	67700	00000	041X	5,000.00	2020

0001020008CHAVEZA17-JUN-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



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.

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P. O. BOX 6343
FARGO ND 58125-6343

Phone: (800) 344-5696
Fax: (866) 229-9625

email:

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RECEIVING
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United States

Bill To: 1919 Spanos Court
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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

Authorized Signature
on Total PO
Amount Page

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Requisition

Supplier: US BANK
CORPORATE PAYMENT SYSTEM
PO BOX 790428
ST LOUIS MO 63179-0428
United States

0000024305

FLC BUSINESS SERVICES

JUN 12 2019

Business Unit: GENFD OPEN	
Req ID: 0001020008	Date: 07/01/2019
Page: 1	
Requisition Name: 2020 US BANK	
Requester	
Jennifer Taylor	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: Y.M 10-JUN-2019	

email:

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
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10,240.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 10,240.00

AUTHORIZED PERSONNEL:
JOANY HARMAN

NOTE TO PURCHASING:
ASSIGN B20__PO#
AMOUNT ONLY

PY BPO B119198

<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	5500	11	FL.VI.KINE	08700	00000	051C	240.00
GENFD	5890	11	FL.CP.PISO	67100	00000	041A	5,000.00
GENFD	5890	11	FL.VA.BSOF	67700	00000	041X	5,000.00

Approval Signature	Approval Signature	Approval Signature
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Los Rios Community College District

12020 Requisition

Page _____ of _____

Req. No. 821006
P.O. No.

Vendor Code
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 7/1/19 VENDOR CA2 Card - US Bank

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

PHONE _____ FAX _____

DELIVERY INSTRUCTIONS	
Department Building Location <u>FLC</u>	Department <u>PISO</u>
College/District Location	Date Required <u>7/1/19</u>
Division	

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.				
1	Add budget string to CA2 Card for PISO 2019-2020 charges				
2					
3					
4	Facebook/Instagram iStock (Getty Images) iContact		12mth est.		1,500.00
5			12mth	120.00/mth	1,440.00
6			12mth	117.00/mth	1,404.00
7					
8				est.	of, 3044.00
9					
10	* Set-up line item below for \$5,000 on US Bank BPO				
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects			Tax
This purchase is in compliance with the requirements of _____			
	Program Name		
For grants/special projects _____			
Program Director/Coordinator Signature	Project/Grant Number	Total	5,000.00
Program Goal/Objective Number/Explanation			

I hereby certify the items/services listed above are to be obtained in accordance with District Policy, Conflict of Interest Code, P-8611 and all other applicable district, state, and federal policies, rules, regulations and laws.

Kristy Hart 5/16/19

REQUESTED BY: _____ TYPED/PRINT _____ DATE _____

Kristy Hart 5/16/19

REQUESTED BY: _____ SIGNATURE _____ DATE _____

[Signature] 5/20/19

AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE _____ DATE _____

[Signature] 5/20/19

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION _____ DATE _____

GENFD/5890 / 11 / FL CP PISO

Bus. Unit	Account	* Fund	Org	
<u>67100</u>	<u>/ 0000</u>	<u>2020</u>	<u>041A</u>	\$ 5,000.00
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	
Bus. Unit	Account	* Fund	Org	
/	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

*** Asset Location** - For equipment purchases over \$200 (Accounts 6480, 6490, 6491, 6493, 6495, and computers) complete the area below indicating the final location where equipment will be housed.

Location Code _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse

Harman, Joany

From: Wright, Matt
Sent: Monday, June 3, 2019 6:55 PM
To: Harman, Joany
Cc: Croff, Jeanne
Subject: Re: CalCard Renewal Confirmation Needed

Hi Joany,

We will renew. Same budget string as last year.

Thanks
Matt

Sent from my iPhone

On Jun 3, 2019, at 4:36 PM, Harman, Joany <harmanj@flc.losrios.edu> wrote:

Hello Matt,
Please confirm whether or not you would like to renew with Collegebuys for the wireless hotspot and wifi connection that is charged monthly to my Calcard at \$19.99. If you intend to renew, please provide a FY20 GENFD budget string with \$239.88 available to encumber for this purpose.

For FY19, the following budget was used: GENFD 5500 11 FL.VI.KINE 08700 00000 041A.

Thank you,

<image001.png>

<image003.jpg> **Joany Harman** | Business Services Supervisor
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608-6622 | f. 916.608.6553 | harmanj@flc.losrios.edu | www.flc.losrios.edu