

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO B200403
CHANGE ORDER**

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

Date	Revision	Page
07/11/2019	4 - 02/27/2020	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1020650 ZWERENZK HANEYB	04EDCA103 EDC	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000005885
WARDS NATURAL SCI ESTAB INC
PO BOX 92912
ROCHESTER NY 14692

Phone: (800) 962-2660
Fax: (877) 247-0176

email:

Ship To: EL DORADO CENTER
RECEIVING
6699 CAMPUS DRIVE
PLACERVILLE CA 95667
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	700P ED.VI.BIOL BLANKET PURCHASE ORDER FOR BIOLOGY SUPPLIES AS REQUESTED BY EL DORADO CENTER	1.00 EA	1,000.00	1,000.00	05/31/2020
2- 1	101E FL.VA.PROJ BLANKET PURCHASE ORDER FOR BIOLOGY SUPPLIES AS REQUESTED BY EL DORADO CENTER	1.00 EA	500.00	500.00	05/31/2020

VALID FROM 07-01-2019 TO 05-31-2020

AUTHORIZED SIGNATURE:
KIM ZWERENZ
DAVID LAGALA
GREGORY MCCORMAC

02-27-20 PER J. HARMAN - ADD LINE 2 FOR \$500.00, BUDGET: FL.VA.PROJ 19000 101E. NEW PO TOTAL \$1,500.00 - BH

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	4300	12	ED.VI.BIOL	04000	00000	700P	1,000.00	2020
GENFD	4500	11	FL.VA.PROJ	19000	00000	101E	500.00	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.

Change Order Request

PO # B200403

Request Date: 02/14/2020

College/Dept: EDC

Vendor Name: Wards

ADD Line 2 for \$500.00 with description FL.VA.PROJ: BLANKET PURCHASE ORDER FOR BIOLOGY SUPPLIES AS REQUESTED BY EL DORADO CENTER

Budget to be charged GENFD 4500 11 FL.VA.PROJ 19000 00000 2020 101E

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO B200403

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

Date 07/11/2019	Revision 2 - 08/02/2019	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via See Details
Reference: 1020650 ZWERENZK HANEYB		Location / Dept 04EDCA103 EDC

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000005885
 WARDS NATURAL SCI ESTAB INC
 PO BOX 92912
 ROCHESTER NY 14692

Phone: (800) 962-2660
Fax: (877) 247-0176

email:

Ship To: EL DORADO CENTER
 RECEIVING
 6699 CAMPUS DRIVE
 PLACERVILLE CA 95667
 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 PURCHASE ORDER FOR BIOLOGY SUPPLIES AS REQUESTED BY EL DORADO CENTER	1.00 LOT	1,000.00	1,000.00	05/31/2020

VALID FROM 07-01-2019 TO 05-31-2020

AUTHORIZED SIGNATURE:
 KIM ZWERENZ
 DAVID LAGALA
 GREGORY MCCORMAC

Sub Total Amount	1,000.00
Sales Tax Amount	0.00
Total PO Amount	1,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	ED.VI.BIOL	04000	00000	700P	1,000.00	2020

0001020650CHAVEZA08-JUL-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: WARDS NATURAL SCI ESTAB INC 0000005885
 PO BOX 92912
 ROCHESTER NY 14692
 United States

Phone: (800) 962-2660 **Fax:** (877) 247-0176
email:

Ship To: RECEIVING
 6699 CAMPUS DRIVE
 PLACERVILLE CA 95667

Business Unit: GENFD OPEN	
Req ID: Date Page	
0001020650 07/03/2019 1	
Requisition Name: 2020 WARDS	
Requester Kimberly Zwerenz	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: ZWERENZK 03-JUL-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR BIOLOGY SUPPLIES AS REQUESTED BY EL DORADO CENTER VALID 7/1/19 TO 5/31/20	1	LOT	1,000.00	1,000.00	07/10/2019

1,000.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 1,000.00

AUTHORIZED SIGNATURE:
 KIM ZWERENZ
 DAVID LAGALA
 GREGORY MCCORMAC

NOTE TO PURCHASING:
 ASSIGN B11___PO#
 NO TAX
 AMOUNT ONLY

FY19 B11

<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	4300	12	ED.VI.BIOL	04000	00000	700P	1,000.00

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
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From: [Zwerenz, Kim](#)
To: [Machani, Rachana](#)
Subject: Re: Wards Natural _BPO#B200403
Date: Tuesday, June 16, 2020 3:03:18 PM
Attachments: [image001.png](#)

Yes, I had already asked that it be closed awhile ago.

Thanks

Kim

Sent from my Sprint Samsung Galaxy S10+.

From: Machani, Rachana <MachanR@flc.losrios.edu>
Sent: Tuesday, June 16, 2020 3:01:01 PM
To: Zwerenz, Kim <ZwerenK@flc.losrios.edu>
Cc: McCormac, Gregory <McCormG@flc.losrios.edu>; Taylor, Jennifer <TaylorJ@flc.losrios.edu>
Subject: Wards Natural _BPO#B200403

Good afternoon,

Can we go ahead and close this BPO?

It has a current balance of \$ 270.18 (Line 1 GENFD 4300 12 ED.VI.BIOL 04000 00000 2020 700P).

Please see below for reference.

PO Transaction History: B200403

PO ID	LINE	VENDOR	OPEN ENC	EXPENDED TOTAL
B200403	1	WARDS NATURAL SCI ESTAB INC	270.18	729.82
B200403	2	WARDS NATURAL SCI ESTAB INC	0	500

Thankyou,
Best regards,
Rachana.