

# Los Rios Community College District

PURCHASE ORDER NO 0001115419

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

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

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000018850  
B WEST MARKETING GROUP  
9276 MADISON AVENUE  
ORANGEVALE CA 95662-5858

**Phone:** (916) 987-9033  
**Fax:** (916) 987-9063

**email:**

Date	Revision	Page
04/29/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1029629 MOSKALYUKO HANEYB	05STS144 STUSVC	

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

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
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	FULL COLOR MASK - BLACK BACKGROUND WITH FULL COLOR IMPRINT	300.00 EA	3.15	945.00	05/03/2021
2- 1	SET-UP CHARGE	1.00 EA	45.00	45.00	05/03/2021
3- 1	DELIVERY	1.00 EA	19.42	19.42	04/28/2021

PAY INVOICE# 13425 04-09-2021

Sub Total Amount	1,009.42
Sales Tax Amount	78.24
Total PO Amount	1,087.66

<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.VS.OFFC	64900	00000	101G	1,087.66	2021

0001029629CHAVEZA23-APR-2021

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.

# Requisition

**Supplier:** B WEST MARKETING GROUP 0000018850  
9276 MADISON AVENUE  
ORANGEVALE CA 95662-5858  
United States

**Phone:** (916) 987-9033 **Fax:** (916) 987-9063  
**email:**

**Ship To:** 10 COLLEGE PARKWAY  
FOLSOM CA 95630

<b>Business Unit:</b> GENFD OPEN		
Req ID:	Date	Page
0001029629	04/12/2021	1
Requisition Name:		
B WEST MARKETING GROUP, INC.		
Requester		
Olga Moskalyuk		
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: MOSKALYO 12-APR-2021		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	FULL COLOR MASK - BLACK BACKGROUND WITH FULL COLOR IMPRINT	300	EA	3.15	945.00	
2-1	SET-UP CHARGE	1	EA	45.00	45.00	
3-1	DELIVERY	1	EA	19.42	19.42	
4-1	TAX (7.75%)	1	EA	78.23	78.23	

1,087.65 Sub-total  
0.00 Est. tax

Total Requisition Amount: 1,087.65

PREPAY ATTACHED INVOICE 13425 DTD 4/9/21  
PLEASE SET UP 2 WAY MATCH

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	11	FL.VS.OFFC	64900	00000	101G	1,087.65

Approval Signature	Approval Signature	Approval Signature
--------------------	--------------------	--------------------

Date:

To: Purchasing Supervisor

From:

re: Unauthorized Purchase

Description of purchase:

Why purchase was made prior to purchase order being issued:

Who approved the purchase:

Actions taken to mitigate future unauthorized purchase:

Signature

Date

# Memo

**Date:** April 29, 2021

**To:** Business Services

**From:** The Office of the Vice President of Student Services

**Re:** Face Masks

This memo is to inform that the Office of the Vice President of Student Services has received customized face masks from the ***B Western Marketing Group*** for Graduation on May 19<sup>th</sup>, 2021.

Thank you,

***The Office of the Vice President of Student Services***

Folsom Lake College

**B. West Marketing Group, Inc.**  
9276 Madison Avenue



916.987.9033 / 530.677.9033      Fax: 916.987.9063

## Invoice

DATE	INVOICE #
4/9/2021	13425

### BILL TO

Folsom Lake Community College  
Olga Moskalyuk/Receiving  
10 College Parkway  
Folsom, CA 95630

### SHIP TO

Folsom Lake Community College  
Olga Moskalyuk/Receiving  
10 College Parkway  
Folsom, CA 95630

[www.bwestmktg.com](http://www.bwestmktg.com)    [sales@bwestmktg.com](mailto:sales@bwestmktg.com)

B. West Est #	Client P.O. #	Terms	Ship Date	VIA	FOB	B. West P.O.
4220	Olga Moskalyuk	Net 30	4/8/2021	UPS Ground	UT	4527 School Ma...
DESCRIPTION			QTY ORD	QTY SHIP	PRICE	EXTENDED
Full Color Mask - same as Folsom Lake Girls Soccer Black Background with Full Color Imprint			300	300	3.15	945.00T
Set-Up Charge			1	1	45.00	45.00T
Delivery					19.42	19.42T
Sales Tax					7.75%	78.23
Orders are subject to a 5% over/under shipment. Billed pro rata.				Total \$1,087.65		