

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. \_\_\_\_\_

Date \_\_\_\_\_

LIMITED PURCHASE ORDER

(Not to Exceed \$1000.00)

<b>VENDOR NAME AND ADDRESS:</b>		<b>DELIVERY INSTRUCTIONS:</b> <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call	
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ITEM	DESCRIPTION <small>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. &amp; SIZES</small>	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

PAID

CHECK #: 0094806453

DATE: 10/29/20

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchased is in compliance with the requirements of:

SUB-TOTAL

92.88

AMOUNT \$: 101.00

SALES TAX

VOUCHER #: F4014

TOTAL

\$101.00

(Not to Exceed \$1000.00)

Program Name	483Z
V. Maryatt for M. Peshon	For grants/special projects
Program Director/Coord. Signature	Project/Grant Number
Student Success - Recommendation #2	
Program Goal/Objective Number/Explanation	

VENDOR: Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$1000.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I hereby certify the items/services listed above shall be obtained in accordance with District Policy of Interest Code,P-8631 Section 3.0.,and all other applicable district, state, and federal policies, rules, regulations, and laws.

Lynn Baker-Nauman

10/12/20

REQUESTED BY: TYPED/PRINT DATE

REQUESTED BY: SIGNATURE DATE

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Received by	Date
GENFD / 4300 / 12 / FL.VI.SWPA	
Bus. Unit Account Fund Org	
60100 / 00000 / 2021 / 483Z	\$ 101.00
Program Sub-Class BY Proj/Grnt	Amount
Bus. Unit Account Fund Org	
Program Sub-Class BY Proj/Grnt	Amount

Vendor: Blue Receiver: Goldenrod Accounting: Yellow

Green Dept/Requestor: Pink



## Final Details for Order #114-0954302-5217045

[Print this page for your records.](#)

**Order Placed:** August 28, 2020

**Amazon.com order number:** 114-0954302-5217045

**Order Total: \$35.12**

### Shipped on September 1, 2020

#### Items Ordered

	<b>Price</b>
1 of: <i>Verbatim CD/DVD Paper Sleeves-with Clear Window 100pk</i>	\$4.99
Sold by: Amazon.com Services LLC	

Condition: New

1 of: <i>Quality Park Interoffice Envelopes, String and Button, Brown Kraft, 10 x 13, 100 per Case, (63561)</i>	\$27.30
Sold by: Amazon.com Services LLC	

Condition: New

#### Shipping Address:

Lynn Baker  
4671 Larson Way  
sacramento, CA 95822  
United States

#### Shipping Speed:

One-Day Shipping

### Payment information

#### Payment Method:

Visa | Last digits: 9917

Item(s) Subtotal: \$32.29

Shipping & Handling: \$0.00

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#### Billing address

Lynn Baker  
4671 Larson Way  
sacramento, CA 95822  
United States

Total before tax: \$32.29

Estimated tax to be collected: \$2.83

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**Grand Total: \$35.12**

#### Credit Card transactions

Visa ending in 9917: September 1, 2020: \$35.12

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc. or its affiliates

## Confirmation of Staples Order: #9901349952

From: Staples (support@orders.staples.com)  
 To: lynnthebaker@yahoo.com  
 Date: Sunday, August 16, 2020, 09:01 AM PDT



### Thank you for your order!

We're working on your order and will email you once it ships.

Due to the widespread effects of Coronavirus (COVID-19), we would like to remind you that if you'd like the driver to leave your products, please fill out the [Driver Release Agreement](#). The driver may take the note as proof of authorization. If you don't post this agreement, the driver will decide whether or not to leave the order unattended.

#### ORDER INFORMATION

Date: Aug 16, 2020 | 12:01 PM  
 Order#: 9901349952

#### SHIPPING INFORMATION

Lynn Baker  
 7551 Freeport Blvd  
 Sacramento, CA 95832

[View order](#)

Need to make changes? Most orders can be cancelled within 30 minutes after placing it.

#### Items for pick up



But it's not time to go to the store just yet. We'll send you an email when everything's ready, and hold your item(s) for five days.

#### Pick up today: Ready in 1 hour

Pick Up at: Staples, 7551 Freeport Blvd, Sacramento, CA 95832



Staples 10366 52x CDR Silver 100Pack  
 Item: 452556

1@ \$25.99 Each \$25.99  
**\$25.99**



Staples Pastel Multipurpose Paper 20 lbs 85 x 11 Assorted 400Pack 14804  
 Item: 679481

1@ \$21.26 Each \$21.26  
 \$13.27 Off Staples Pastel Multipurpose Paper, 20 lbs, 8.5" x 11", Assorted, 400/  
~~-\$13.27~~  
\$7.99  
**\$7.99**

**BILLING ADDRESS**

Lynn L Baker-nauman  
4671 Larson Way  
Sacramento, CA 95822

**PAYMENT INFORMATION**

Merchandise Total:	\$47.25
Coupons & Rewards:	-\$13.27
Shipping:	FREE
Tax:	\$2.97
<b>TOTAL</b>	<b>\$36.95</b>

**Payment Method**

VI ending in 5215: \$36.95



Have a question about your order? Try our Help Center for quick and easy [order modifications](#), [returns](#), [tracking](#) and [more](#).




**Earn 2% back in rewards on online orders with Staples Rewards<sup>SM</sup>**  
Join today at [staples.com/rewards](https://staples.com/rewards).


[Learn more](#)




**Free delivery, no minimum.**

[Shop now](#)

In-store savings on essentials 

Get your coupons 

Find a location 

IDEAS, INSIGHTS AND MORE.



STAY CONNECTED



Staples, Inc., 500 Staples Drive, Framingham, MA 01702

# Here's your Staples receipt

From: staplesreceipt@staples.com

To: LYNNTHEBAKER@YAHOO.COM

Date: Monday, September 7, 2020, 02:52 PM PDT

From your recent Staples in-store purchase.



[CHECK OUT OUR WEEKLY AD](#)

[SEE IT NOW](#)

Never miss a deal again. Sign up for our emails.

# Thanks for choosing Staples.

Here's the receipt from your latest visit:

7551 Freeport Boulevard  
 SACRAMENTO, CA 95822  
 (916) 395-9112

SALE 1971696 9 001 33347  
 1343 09/07/20 02:49

QTY	SKU	PRICE
		REWARDS NUMBER 3723822783
1	AVY INK LBL 14UP 2	
	072782081621	13.99
	SUBTOTAL	13.99
	Standard Tax 8.75%	1.22
	TOTAL	\$15.21
	Visa	USD\$15.21
	Card No.:	XXXXXXXXXXXX7736 [S]
	Auth No.:	232170

[Account](#) / [Orders](#) / [9167147687264](#) / [Invoices](#) / 6150893248**Invoice 1 of 1**

Pickup person: Lynn Baker

Invoice date: 2020-10-02 20:54:35-05:00

Invoice No. 6150893248

13429410 - 100ct Manila File Folders - Up&amp;Up™

Qty.	Unit Price	Amount
<b>1</b>	<b>\$5.89</b>	<b>\$5.89</b>

RedCard 5% Discount **-\$0.29****Item subtotal \$5.60**

Sales tax \$0.49

**Item total \$6.09**

13732154 - Memorex CD/DVD Sleeves, 100/Pack

Qty.	Unit Price	Amount
<b>1</b>	<b>\$7.39</b>	<b>\$7.39</b>

RedCard 5% Discount **-\$0.37****Item subtotal \$7.02**

Sales tax \$0.61

**Item total \$7.63****Invoice total \$13.72**
 Target Card \*\*\*\*2533 **\$13.72**

**From:** [Taylor, Jennifer](#)  
**To:** [DO-acctg\\_ops](#)  
**Cc:** [Zabegalin, Tatyana](#)  
**Subject:** LPO REIMBURSEMENT FOR LYNN BAKER F4014  
**Date:** Thursday, October 22, 2020 3:31:00 PM  
**Attachments:** [image001.png](#)  
[BAKER-NAUMAN LYNN LPO F4014.pdf](#)

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Please process attached LPO

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**From:** Chavez, Augustine <[ChavezA@flc.losrios.edu](mailto:ChavezA@flc.losrios.edu)>  
**Sent:** Thursday, October 22, 2020 3:24 PM  
**To:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** FW: REIMBURSEMENT FOR LYNN BAKER F4014

approved

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**From:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Sent:** Thursday, October 15, 2020 4:15 PM  
**To:** Chavez, Augustine <[ChavezA@flc.losrios.edu](mailto:ChavezA@flc.losrios.edu)>  
**Subject:** REIMBURSEMENT FOR LYNN BAKER F4014

Please approve attached LPO for reimbursement.

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**From:** Maryatt, Victoria <[Victoria.Maryatt@flc.losrios.edu](mailto:Victoria.Maryatt@flc.losrios.edu)>  
**Sent:** Wednesday, October 14, 2020 2:29 PM  
**To:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Cc:** Mesa, Colleen <[MesaC@flc.losrios.edu](mailto:MesaC@flc.losrios.edu)>  
**Subject:** RE: LPO FOR PAYMENT

Approved.

Please let Augustine know that I gave a deadline of Friday for these receipts and said after this date we would not accept them any longer—faculty need to use the materials we supply.

## Humankind. Be. Both.

Vicky Maryatt  
Dean of Career Education  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
916-608-6925  
[Victoria.maryatt@flc.losrios.edu](mailto:Victoria.maryatt@flc.losrios.edu) (preferred email)



**High risk data including social security numbers are not sent by this office unless encrypted. Agencies corresponding with this office should encrypt all high risk data before transmitting to this office. Thank you.**

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**From:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Sent:** Wednesday, October 14, 2020 2:25 PM  
**To:** Maryatt, Victoria <[Victoria.Maryatt@flc.losrios.edu](mailto:Victoria.Maryatt@flc.losrios.edu)>  
**Cc:** Mesa, Colleen <[MesaC@flc.losrios.edu](mailto:MesaC@flc.losrios.edu)>  
**Subject:** LPO FOR PAYMENT

Please approve for payment.

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**From:** Mesa, Colleen <[MesaC@flc.losrios.edu](mailto:MesaC@flc.losrios.edu)>  
**Sent:** Tuesday, October 13, 2020 11:45 AM  
**To:** Maryatt, Victoria <[Victoria.Maryatt@flc.losrios.edu](mailto:Victoria.Maryatt@flc.losrios.edu)>  
**Cc:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** FW: receipts

Hi Vicky,

Lynn sent in these receipts. I chatted with Kalinda today that we need to get word out to Faculty that they need to go through us if they need office supplies and most supplies we have on hand. I told Jen that we will let DO know that Lynn purchased these items before we had our shipment and she needed them to start the semester. I will also be putting in one for Kalinda later today.

~ Colleen

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**From:** Baker-Nauman, Lynn <[Lynn.Baker-Nauman@flc.losrios.edu](mailto:Lynn.Baker-Nauman@flc.losrios.edu)>  
**Sent:** Friday, October 9, 2020 8:40 PM  
**To:** Mesa, Colleen <[MesaC@flc.losrios.edu](mailto:MesaC@flc.losrios.edu)>  
**Subject:** receipts

Hi Colleen,

I was told to send the receipts for items that I have needed to buy for the PREP program over to you. I am assuming I will need to fill out a form. I am attaching the receipts to make sure they have all the information you need on them.

Please let me know what the next step is.

Thanks!