

## Change Order Request

PO # (one PO per request) Request Date: College/Dept:  
Vendor Name

☐ Cancel Purchase Order (a purchase order can only be cancelled if there is no receiver or voucher against it)

☐ Close remaining balance on PO.

☐ Increase Blanket Purchase Order by \$ (sales tax will be added where applicable)  
Budget to be charged

☐ Decrease Blanket Purchase Order by \$ (do not include sales tax)  
(purchase orders can only be decreased by the remaining available amount)

☐ Add authorized signer

☐ Delete authorized signer

☐ Cancel line(s) # description  
(cannot cancel an item that has been received or invoiced)

☐ Increase quantity on line by  
Budget #

☐ Decrease quantity on line by  
Budget #

☐ Change unit price on line to

☐ Add the following items to the purchase order:

quantity	unit	(description) at a cost of	per unit
quantity	unit	(description) at a cost of	per unit
quantity	unit	(description) at a cost of	per unit
quantity	unit	(description) at a cost of	per unit

☐ Change description on line # to

☐ Change budget information on ☐ all lines, ☐ line(s) # to

### FUND 12 Requirement – Complete if adding new department org. or project/grant#:

Program Name:	Project/Grant Number:
Program Director/Coordinator Signature:	

OTHER:

Completed should be forwarded via e-mail by an **authorized signer** to the **DO – Purchasing** mailbox.

## Los Rios Community College District

PURCHASE ORDER NO B210138

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:** 0000001927  
FISHER SCIENTIFIC  
4500 TURNBERRY DR  
HANOVER PARK IL 60133

**Phone:** (800) 766-7000  
**Fax:** (800) 926-1166

**email:** FS.Order@thermofisher.com

Date	Revision	Page
07/02/2020		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1025706 MEROUXL HANEYB	04CYPH112	

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630  
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	BLANKET PURCHASE ORDER FOR LIFE SCIENCES (BIOLOGY) LAB SUPPLIES FOR FOLSOM LAKE COLLEGE	1.00 EA	500.00	500.00	06/30/2021

VALID FROM 07-01-2020 TO 05-31-2021

AUTHORIZED PERSONNEL:  
GREG MCCORMAC  
LINDA SANTORO  
LINDA MEROUX

PY PO B200208

<b>Sub Total Amount</b>	500.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	500.00

<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	4300	12	FL.VI.BIOL	04000	00000	700P	500.00	2021

0001025706CHAVEZA30-JUN-2020

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.

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:** FISHER SCIENTIFIC 0000001927  
9999 VETERANS MEMORIAL DRIVE  
HOUSTON TX 77038  
United States

**Phone:** (800) 766-7000 **Fax:** (800) 926-1166  
**email:**

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

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001025706	07/01/2020	1	
Requisition Name:			
2021 FISHER SCIENTIFIC			
Requester			
Linda Meroux			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MEROUXL 27-APR-2020			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	BLANKET PURCHASE ORDER FOR LIFE SCIENCES (BIOLOGY) LAB SUPPLIES FOR FOLSOM LAKE COLLEGE 7/1/2020 TO 05/31/2021	1	EA	500.00	500.00 07/01/2020

500.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 500.00

NOTE TO PURCHASING:  
ASSIGN B 21\_\_\_PO#  
NO TAX  
AMOUNT ONLY

AUTHORIZED PERSONNEL:  
GREG MCCORMAC  
LINDA SANTORO  
LINDA MEROUX

PY BPO B200208

<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	FL.VI.BIOL	04000	00000	700P	500.00

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

Program Name: LOTTERY  
Project Grant: 700P  
Program Director: GREG MCCORMAC  
Program Goal: PURCHASE OF ELIGIBLE INSTRUCTIONAL SUPPLIES

Approval Signature

Approval Signature

Approval Signature