

# Los Rios Community College District

**PURCHASE ORDER NO 0001115147**

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:** 0000044347  
FOLLETT HIGHER EDUCATION GROUP INC  
FOLSOM LAKE COLLEGE STORE 2216  
10 COLLEGE PARKWAY-FALCONS ROOST  
FOLSOM CA 95630

**Phone:** (708) 305-3521

**email:** r.glasgow@follett.com

Date	Revision	Page
04/13/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1029613 ESTOMOS HANEYB	04ASPH108 EOPS	

**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	DIPLOMA COVER --WITH 20% DISCOUNTED INCLUDED	100.00 EA	10.20	1,020.00	04/22/2021

EMAIL QUOTE 04-09-21 R. GLASGOW

ATTENTION VENDORS:  
FOLSOM LAKE COLLEGE RECEIVING HOURS ARE CURRENTLY MONDAY THROUGH THURSDAY 10:00AM - 2:00PM UNTIL FURTHER NOTICE.

VCHR#\_00605256

<b>Sub Total Amount</b>	1,020.00
<b>Sales Tax Amount</b>	79.05
<b>Total PO Amount</b>	1,099.05

<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	7334	12	FL.VS.EOPS	73200	00000	408E	1,099.05	2021

0001029613CHAVEZA12-APR-2021

**Paid:**

**Check#:** 94-816471

**Date:** 6/22/21

**Amount:** \$1099.05

**Voucher#:**

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:** FOLLETT HIGHER EDUCATION GROUP INC 0000044347  
FOLSOM LAKE COLLEGE STORE 2216  
10 COLLEGE PARKWAY-FALCONS ROOST  
FOLSOM CA 95630  
United States

**Phone:** (708) 305-3521  
**email:** r.glasgow@follett.com

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

<b>Business Unit:</b> GENFD		<b>OPEN</b>
Req ID:	Date	Page
0001029613	04/09/2021	1
Requisition Name:		
FOLLETT_EOPS2		
Requester		Bldg#
Sharisse Estomo		EOPS
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: ESTOMOS 09-APR-2021		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	DIPLOMA COVER --WITH 20% DISCOUNTED INCLUDED	100	EA	10.20	1,020.00	

1,020.00 Sub-total  
79.05 Est. tax

Total Requisition Amount: 1,099.05

ONLINE QUOTE ATTACHED

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	7334	12	FL.VS.EOPS	73200	00000	408E	1,020.00

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

Program Name: EXTENDED OPPORTUNITY PROGRAMS & SERVICES  
Project Grant: 408E  
Program Director: LIBBY COOK  
Program Goal: DIRECT RESOURCES TO ELIGIBLE EOPS STUDENTS

Approval Signature

Approval Signature

Approval Signature

## Estomo, Sharisse

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**From:** Rachel Glasgow (2216) <r.glasgow@follett.com>  
**Sent:** Friday, April 9, 2021 10:25 AM  
**To:** Cook, Libby; Estomo, Sharisse; Wright, Allyson  
**Subject:** Re: FLC cap & gowns

**CAUTION:** This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe. **To mark the message as SPAM, right click the message, select "Junk", and then select "Block Sender".**

Hello again,

Here is the message I received from our Jostens Rep:

That is likely a high school representative's office/store. Jostens High School representatives operate independently.

All Jostens college regalia ships directly to the school or the individual consumer from one of two Jostens Regalia facilities in Laurens, South Carolina or Cosio Mexico.

So unfortunately, we will have to have the packages shipped directly to the store. I just placed the order through Jostens, to ensure they will arrive as soon as possible. The ETA given at check-out was May 14. I will contact you all as soon as they arrive. Please let me know if we can help with anything!

I will paste the quote for the covers below (I ordered 100 extra covers previously, so these are already in process):

Diploma cover @ \$12.75 x 100 = \$1275.00

Discount @ 20.00% = (\$255.00)

Subtotal = \$1020.00

Total Sales Tax = \$79.05

**Total = \$1099.05**

**Rachel Glasgow**

Store Manager



Pronouns: She/Her  
Tel: 916.608.6565  
Follett Higher Education Group  
Folsom Lake College Bookstore  
Folsom Lake College  
10 College Parkway, Falcons Roost, Folsom, CA, 95630  
r.glasgow@follett.com | 2216mgr@follett.com | glasgor@losrios.edu  
[www.follett.com](http://www.follett.com) | [www.losriosstore.com](http://www.losriosstore.com) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

**From:** Cook, Libby <CookE@flc.losrios.edu>

**Sent:** Friday, April 9, 2021 10:16 AM

**To:** Rachel Glasgow (2216) <r.glasgow@follett.com>; Estomo, Sharisse <EstomoS@flc.losrios.edu>; Wright, Allyson <WrightA@flc.losrios.edu>

**Subject:** Re: FLC cap & gowns

Thanks Rachel!

Can I also get a quote for 100 FLC diploma covers?

## Libby Cook



Libby Cook, MS | EOPS, CARE, NextUp Faculty Coordinator  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
916.608.6721 | [cooke@flc.losrios.edu](mailto:cooke@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

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**From:** Rachel Glasgow (2216) <r.glasgow@follett.com>

**Date:** Friday, April 9, 2021 at 9:58 AM

**To:** Cook, Libby <CookE@flc.losrios.edu>, Estomo, Sharisse <EstomoS@flc.losrios.edu>, Wright, Allyson <WrightA@flc.losrios.edu>

**Subject:** Re: FLC cap & gowns

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Good morning,

I have reached out to our Jostens Rep to find out if pick-up is an option for the packages, and to see if this could save us some shipping time. I will let you know as soon as I hear back.

Below is the quote for 100 Grad Packs:

Grad Pack (cap, gown, tassel) @ \$34.00 x 100 = \$3400.00

Discount @ 20.00% = (\$680.00)

Subtotal = \$2720.00

Total Sales Tax = \$210.80

**Total = \$2930.80**

**Rachel Glasgow**

Store Manager



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**From:** Cook, Libby <CookE@flc.losrios.edu>

**Sent:** Thursday, April 8, 2021 8:47 PM

**To:** Rachel Glasgow (2216) <r.glasgow@follett.com>; Estomo, Sharisse <EstomoS@flc.losrios.edu>; Wright, Allyson <WrightA@flc.losrios.edu>

**Subject:** Re: FLC cap & gowns

Hello again Rachel,

EOPS requests a quote for 100 cap, gown & tassel "graduation packages" in FLC teal.

20 – for 6ft student

20 – 5'4" ft student

60 – 5'7" ft student

As soon as we receive a quote from you, Sharisse will process the OLR. On the Josten's website, it says that the "[o]nline ordering deadline: April 22, 2021" and that an order "[s]hips within 21 business days. If I was to pick-up the order from Josten's store in Orangevale, would that guarantee we would have the order in hand earlier?

I look forward to hearing from you with a quote for our students.

**Libby Cook**



Libby Cook, MS | EOPS, CARE, NextUp Faculty Coordinator  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
916.608.6721 | [cooke@flc.losrios.edu](mailto:cooke@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

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**From:** Rachel Glasgow (2216) <r.glasgow@follett.com>

**Date:** Thursday, April 8, 2021 at 12:31 PM

**To:** Cook, Libby <CookE@flc.losrios.edu>, Estomo, Sharisse <EstomoS@flc.losrios.edu>

**Subject:** Re: FLC cap & gowns

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Hi Libby,

Here are the answers to your questions:

1. what is the cost of the cap, gown & tassel package? **The cost of each cap, gown & tassel package is \$34.00. EOPS would receive a 20% discount, making each package \$27.20.**
2. I am assuming that EOPS needs to create a bulk order for our students? **EOPS would need to provide a Purchase Order (to the Bookstore) for the items, and I will create the bulk order through Jostens. Once you have an exact order amount, I can send you a quote to create the PO.**
3. Would the bookstore be able to ship the package to each student in time for whatever graduation celebration that is happening on May 19<sup>th</sup>? **I just spoke with our Jostens Rep, and he said that as long as the order is placed ASAP, the packages should arrive to the Bookstore by mid-May. We would typically deliver the order to EOPS, and the department would disperse them to students. If you need help with delivering to students, we can try to figure out a system to ship to EOPS students, or arrange for pick-up at the Bookstore.**

**Rachel Glasgow**

Store Manager



Pronouns: She/Her

Tel: 916.608.6565

Follett Higher Education Group

Folsom Lake College Bookstore

Folsom Lake College

10 College Parkway, Falcons Roost, Folsom, CA, 95630

r.glasgow@follett.com | 2216mgr@follett.com | glasgor@losrios.edu

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**From:** Cook, Libby <CookE@flc.losrios.edu>

**Sent:** Thursday, April 8, 2021 12:16 PM

**To:** Rachel Glasgow (2216) <r.glasgow@follett.com>; Estomo, Sharisse <EstomoS@flc.losrios.edu>

**Subject:** Re: FLC cap & gowns

Thanks for clarifying, Rachel.

Couple of questions:

1. what is the cost of the cap, gown & tassel package?
2. I am assuming that EOPS needs to create a bulk order for our students?
3. Would the bookstore be able to ship the package to each student in time for whatever graduation celebration that is happening on May 19<sup>th</sup>?

If you could let me know the above information as soon as possible, I would appreciate it! I will need to corral my graduating students quickly.

Many thanks,

**Libby Cook**



Libby Cook, MS | EOPS, CARE, NextUp Faculty Coordinator  
 Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
 916.608.6721 | [cooke@flc.losrios.edu](mailto:cooke@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

**From:** Rachel Glasgow (2216) <r.glasgow@follett.com>  
**Date:** Thursday, April 8, 2021 at 11:26 AM  
**To:** Cook, Libby <CookE@flc.losrios.edu>, Estomo, Sharisse <EstomoS@flc.losrios.edu>  
**Subject:** Fw: FLC cap & gowns

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Hello Libby and Sharisse,

I was included on an email chain this afternoon regarding the ordering of caps and gowns through the Bookstore, stating that the Bookstore does not offer caps & gowns and that students are only able to purchase through Jostens. I apologize for the mix-up, I was under the impression that you were asking where individual students were able to purchase caps & gowns. If EOPS is wanting to place a bulk order for caps and gowns, we can place a bulk order through Jostens for your department. We will just need a purchase order for the items and quantities needed and can then place an order through Jostens. I apologize again for the misunderstanding! If you need pricing for any items, please let me know.

Thank you,

**Rachel Glasgow**  
 Store Manager



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**From:** Rachel Glasgow (2216) <r.glasgow@follett.com>  
**Sent:** Friday, April 2, 2021 11:56 AM  
**To:** Cook, Libby <CookE@flc.losrios.edu>  
**Subject:** Re: FLC cap & gowns

Hello Libby,

Please direct students to the FLC page on Jostens' website for Graduation orders. I will paste the link below. We also have a limited supply of all sizes currently available for purchase in-person at our Bookstore pickup door. Our hours are Mon-Thur 9-2 and Fri 9-1.

<https://www.jostens.com/apps/store/customer/2438249/Folsom-Lake-College/>

Thank you!

-Rachel

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**From:** Cook, Libby <CookE@flc.losrios.edu>

**Sent:** Thursday, April 1, 2021 10:36:11 AM

**To:** Rachel Glasgow (2216) <r.glasgow@follett.com>

**Subject:** FLC cap & gowns

Hi Rachel,

I was looking to order cap & gowns for our EOPS grads but couldn't find it on the website. Is this something that I can order directly from you?

Thanks!

**Libby Cook**



Libby Cook, MS | EOPS, CARE, NextUp Faculty Coordinator  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
916.608.6721 | [cooke@flc.losrios.edu](mailto:cooke@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)



\* FOLLET HIGHER EDUCATION

PO#0001115147

Rcvr #0001097188

6/22/21

Baba

\* Confirmation Pa SHARISSE ESTOMO. ✓

- No Receipt.