

# Los Rios Community College District

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

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

## PURCHASE ORDER NO B210327 CHANGE ORDER

|                                |                 |             |
|--------------------------------|-----------------|-------------|
| Date                           | Revision        | Page        |
| 07/30/2020                     | 4 - 06/24/2021  | 1           |
| Payment Terms                  | Freight Terms   | Ship Via    |
| NET 30                         | Shipping Point  | Best Method |
| Reference:                     | Location / Dept |             |
| 1026404 WALLACEI HANEYB HANEYB | 4VAPA VAPA      |             |

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000002554  
HOME DEPOT  
2675 E. BIDWELL  
FOLSOM CA 95630

**Phone:** (916) 983-0401  
**Fax:** (916) 648-2402

**email:**

**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     | 10070/FL.VI.THTR 700P- BLANKET PO<br>FOR HOME DEPOT CREDIT CARD USE FOR<br>FLC THEATRE ARTS SUPPLIES  | 1.00 EA      | 2,468.07 | 2,468.07     | 06/30/2021 |
| 2- 1     | 10060/FL.VI.VTEA/314A -BLANKET PO<br>FOR HOME DEPOT CREDIT CARD USE FOR<br>TECHNICAL THEATER SUPPLIES | 1.00 EA      | 410.00   | 410.00       | 06/30/2021 |

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

AUTHORIZED PERSONNEL:  
CAMERON HOYT  
IAN WALLACE  
MELONIE QUINTELL  
FRANCIS FLETCHER

PY 20 B200737

12-07-20 PER J HARMAN INCREASE PO BY \$1,000.00 NEW PO TOTAL \$2,000.00 BH

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**Authorized Signature**  
**AUTHORIZED SIGNATURE ON**  
**PO TOTAL PAGE**

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05-13-21 PER J HARMAN INCREASE LINE# 1 BY \$370.00 AND ADD LINE# 2 FOR \$410.00, NEW PO TOTAL \$2,780.00 (BH)

06-24-21 INCREASE PO LINE 1 BY \$98.07 PER J HARMAN. NEW LINE TOTAL \$2,468.07. NEW PO TOTAL \$2,878.07 - SR

|                  |          |
|------------------|----------|
| Sub Total Amount | 2,878.07 |
| Sales Tax Amount | 0.00     |
| Total PO Amount  | 2,878.07 |

| BU    | Acct | Fd | Org        | Prog  | Sub   | Proj | Amount   | BYear |
|-------|------|----|------------|-------|-------|------|----------|-------|
| GENFD | 4300 | 12 | FL.VI.THTR | 10070 | 00000 | 700P | 2,468.07 | 2021  |
| GENFD | 4300 | 12 | FL.VI.VTEA | 10060 | 00000 | 314A | 410.00   | 2021  |

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## Change Order Request

**PO# B210327**

**REQUEST DATE: 06-23-21**

**COLLEGE/DEPT.:** flc theater

**VENDOR NAME:** HOME DEPOT

☒ INCREASE BLANKET PO LINE 1 BY \$98.07

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PY 20 B200737

12-07-20 PER J HARMAN INCREASE PO BY \$1,000.00 NEW PO TOTAL \$2,000.00 BH

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|----------|------------------|--------------|----------|--------------|----------|

05-13-21 PER J HARMAN INCREASE LINE# 1 BY \$370.00 AND ADD LINE# 2 FOR \$410.00, NEW PO TOTAL  
\$2,780.00 (BH)

|                  |          |
|------------------|----------|
| Sub Total Amount | 2,780.00 |
| Sales Tax Amount | 0.00     |
| Total PO Amount  | 2,780.00 |

| BU    | Acct | Fd | Org        | Proj  | Sub   | Proj | Amount   | BYear |
|-------|------|----|------------|-------|-------|------|----------|-------|
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## Change Order Request

**PO# B210327**

**REQUEST DATE: 5/11/21**

**COLLEGE/DEPT.: FLC TA**

**VENDOR NAME: HOME DEPOT**

☒ INCREASE BLANKET PO LINE 1 BY \$370.00

☒ ADD LINE 2 TO THE PURCHASE ORDER:

1 EA \$410.00 10060/FL.VI.VTEA/314A -BLANKET PO FOR HOME DEPOT CREDIT CARD USE FOR  
TECHNICAL THEATER SUPPLIES

BUDGET: GENFD 4300 12 FL.VI.VTEA 10060 00000 2021 314A

**FUND 12 REQUIREMENT – COMPLETE ONLY IF ADDING A BUDGET WITH NEW DEPT/ORG OR PROJ/GRANT#:**

|                      |                                                          |                              |
|----------------------|----------------------------------------------------------|------------------------------|
| Program Name:PERKINS |                                                          | Project/Grant<br>Number:314A |
|                      | Program Director/Coordinator Signature: Francis Fletcher |                              |

## Harman, Joany

---

**From:** Fletcher, Francis  
**Sent:** Wednesday, May 12, 2021 12:40 PM  
**To:** Harman, Joany  
**Cc:** Quintell, Melonie  
**Subject:** Re: Encumber funds from VTEA to HD Card  
**Attachments:** CO HOME DEPOT B210327 051121.doc

J. Harman,

Good afternoon -- attached should be signed Change Order Request.

Thank you,  
F. Fletcher

---

**From:** Harman, Joany <harmanj@flc.losrios.edu>  
**Sent:** Tuesday, May 11, 2021 5:38 PM  
**To:** Wallace, Ian <WallacI@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>  
**Cc:** Fletcher, Francis <FletchF@flc.losrios.edu>  
**Subject:** RE: Encumber funds from VTEA to HD Card

I am following up on this request. I have attached the change order that Ian is requesting. We are running out of time to do this. Please advise.

Thank you,

**Joany Harman** | Business Services Supervisor  
Folsom Lake College | Los Rios Community College District  
10 College Parkway | Folsom, CA 95630  
p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

---

**From:** Wallace, Ian <WallacI@flc.losrios.edu>  
**Sent:** Monday, May 3, 2021 12:44 PM  
**To:** Quintell, Melonie <QuinteM@flc.losrios.edu>  
**Cc:** Fletcher, Francis <FletchF@flc.losrios.edu>; Taylor, Jennifer <TaylorJ@flc.losrios.edu>; Harman, Joany <harmanj@flc.losrios.edu>  
**Subject:** Re: Encumber funds from VTEA to HD Card

Hey Melonie/Francis:

Did we ever submit the request that VTEA funds get encumbered to the HD PO? I don't see that reflected anywhere if we did?

That request from March:  
Home Depot BPO: B210327  
Encumber \$410 from Budget String:  
GENFD 4300 12 FL.VI.VTEA 10060 00000 314A 2021

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|                  |          |
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| Sales Tax Amount | 0.00     |
| Total PO Amount  | 2,000.00 |

|           |             |           |            |             |            |             |               |              |
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|           |             |           |            |             |            |             |               |              |
|-----------|-------------|-----------|------------|-------------|------------|-------------|---------------|--------------|
| <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.THTR | 10070       | 00000      | 700P        | 1,000.00      | 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:** HOME DEPOT  
2675 E. BIDWELL  
FOLSOM CA 95630  
United States

0000002554

**Phone:** (916) 983-0401 **Fax:** (916) 648-2402  
**email:**

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

|                                 |            |              |             |
|---------------------------------|------------|--------------|-------------|
| <b>Business Unit:</b>           |            | <b>GENFD</b> | <b>OPEN</b> |
| Req ID:                         | Date       | Page         |             |
| 0001026405                      | 07/01/2020 | 1            |             |
| Requisition Name:               |            |              |             |
| 2021 HOME DEPOT BPO - THEATER   |            |              |             |
| Requester                       |            |              |             |
| Ian Wallace                     |            |              |             |
| Requester Signature             |            |              |             |
| Buyer: Brenda Haney             |            |              |             |
| Approved:                       |            |              |             |
| Entered By: TAYLORJ 17-JUN-2020 |            |              |             |

| Line-Schd | Description                                                                                           | Quantity | UOM | Price    | Extended Amt | Due Date   |
|-----------|-------------------------------------------------------------------------------------------------------|----------|-----|----------|--------------|------------|
| 1-1       | 10070/FL.VI.THTR 700P- BLANKET PO FOR<br>HOME DEPOT CREDIT CARD USE FOR FLC<br>THEATHRE ARTS SUPPLIES | 1        | EA  | 1,000.00 | 1,000.00     | 07/17/2020 |

1,000.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 1,000.00

PY 20 B200737

VALID 07/01/2020 - 05/31/2021

AUTHORIZED PERSONNEL:

CAMERON HOYT  
IAN WALLACE  
MELONIE QUINTELL  
FRANCIS FLETCHER

| BU    | Acct | Fd | Org        | Prog  | Sub   | Proj | Amount   |
|-------|------|----|------------|-------|-------|------|----------|
| GENFD | 4300 | 12 | FL.VI.THTR | 10070 | 00000 | 700P | 1,000.00 |

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

Program Name: LOTTERY  
Project Grant: 700P  
Program Director: FRANCIS FLETCHER  
Program Goal: THEATRE ARTS SUPPLIES

Approval Signature

Approval Signature

Approval Signature