

COMPLETED**Los Rios Community College District****PURCHASE ORDER NO 0001115477**

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: 0000003683
MISSION LINEN SUPPLY
7520 REESE RD
SACRAMENTO CA 95828

Phone: (916) 423-3179

email: balmeida@missionlinen.com

Date	Revision	Page
04/29/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1030058 WILLIAMSM HANEYB	04OPER	

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	SHIRT L500 COLOR BLACK	7.00 EA	18.98	132.86	05/06/2021
2- 1	SHIRT L500 COLOR PURPLE	2.00 EA	18.98	37.96	05/06/2021
3- 1	SHIRT L500 COLOR CHARCOAL HEATHER GRAY	2.00 EA	18.98	37.96	05/06/2021
4- 1	SHIRT L500 COLOR TURQUOISE	1.00 EA	18.98	18.98	05/06/2021
5- 1	SHIRT K500 COLOR BLACK	4.00 EA	18.95	75.80	05/06/2021
6- 1	SHIRT K510 COLOR STEEL GRAY	1.00 EA	21.98	21.98	05/06/2021
7- 1	SHIRT CS412P COLOR BLACK	8.00 EA	29.38	235.04	05/06/2021
8- 1	JACKET EB530 COLOR BLACK	1.00 EA	78.98	78.98	05/06/2021
9- 1	JACKET EB531 COLOR BLACK	3.00 EA	78.98	236.94	05/06/2021
10- 1	JACKET EB541 COLOR BLACK	1.00 EA	69.98	69.98	05/06/2021

SPECIAL ORDER QUOTE: FLC CUST# 257776

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

PAID**CHECK #:** 0094819342**DATE:** 9/30/21**AMOUNT \$:** 1019.83**VOUCHER #:** 00610618

Sub Total Amount
Sales Tax Amount
Total PO Amount

946.48
73.34
1,019.82

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.

Los Rios Community College District

PURCHASE ORDER NO 0001115477

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: 0000003683
MISSION LINEN SUPPLY
7520 REESE RD
SACRAMENTO CA 95828

Phone: (916) 423-3179

email: balmeida@missionlinen.com

Date	Revision	Page
04/29/2021		2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1030058 WILLIAMSM HANEYB	04OPER	

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
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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	4500	11	FL.VA.OPER	67990	00000	051C	1,019.82	2021

0001030058CHAVEZA26-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.

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Requisition

Supplier: MISSION LINEN SUPPLY
7520 REESE RD
SACRAMENTO CA 95828
United States

Phone: (916) 423-3179
email: balmeida@missionlinen.com

0000003683

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001030058	04/23/2021	1	
Requisition Name:			
MISSION LINEN AND UNIFORM SERV			
Requester			
Melissa Williams			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: CHADWICS 23-APR-2021			

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	SHIRT L500 COLOR BLACK	7	EA	18.98	132.86 04/23/2021
2-1	SHIRT L500 COLOR PURPLE	2	EA	18.98	37.96 04/23/2021
3-1	SHIRT L500 COLOR CHARCOAL HEATHER GRAY	2	EA	18.98	37.96 04/23/2021
4-1	SHIRT L500 COLOR TURQUOISE	1	EA	18.98	18.98 04/23/2021
5-1	SHIRT K500 COLOR BLACK	4	EA	18.95	75.80 04/23/2021
6-1	SHIRT K510 COLOR STEEL GRAY	1	EA	21.98	21.98 04/23/2021
7-1	SHIRT CS412P COLOR BLACK	8	EA	29.38	235.04 04/23/2021
8-1	JACKET EB530 COLOR BLACK	1	EA	78.98	78.98 04/23/2021
9-1	JACKET EB531 COLOR BLACK	3	EA	78.98	236.94 04/23/2021
10-1	JACKET EB541 COLOR BLACK	1	EA	69.98	69.98 04/23/2021

946.48 Sub-total
73.34 Est. tax

Total Requisition Amount: 1,019.82

SEE ATTACHMENT

<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	4500	11	FL.VA.OPER	67990	00000	051C	946.48

Approval Signature	Approval Signature	Approval Signature
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CLEAN EXCHANGES WITH PREPARATION CHARGES

THIS IS NOT AN INVOICE

INVOICE TO FOLLOW

WORK ORDER #

INVOICE #

DATE	WAVE	CUSTOMER NO.	BARCODE DATE
	31	257776	
LEADER	PLANT	SAMPLES BACK	STORY (PRELIM)
60	4801		

DEBIT
CREDIT

WED	CH	10:00-11:00
INCREASE		1.000000
INVEST SALE		1.000000
INVEST SALE		1.000000

Table 1. Continued

DESCRIPTION-SIZE-COLOR	THE COLOR	NEW PLAN	770 SLAM	MISC.	IDENTITY	Name	PLAC.	SHIRT COUNT	SHIRT COLOR	SHIRT SIZE	SHIRT PRICE	UNIT PRICE	P- CODE	WASH CARE	QTY	MR. MARKS
SHIRT - L 500					BLACK			7			18.98		A			132.86
SHIRT - L 500					PURPLE			2			18.98		A			37.96
SHIRT - L 500					CHARCOAL HEATHER GREY			2			18.98		A			37.96
SHIRT - L 500					TURQUOISE			1			18.98		A			18.98
SHIRT - K 500					BLACK			4			18.98		A			75.92
SHIRT - K 510					STEEL GREY			1			21.98		A			21.98
SHIRT - CS412 P					BLACK			8			29.88		A			239.04
JACKET - EB 530					BLACK			1			78.98		A			78.98
JACKET - EB 531					BLACK			3			78.98		A			236.94
JACKET - EB 541					BLACK			1			69.98		A			69.98

SUB-TOTAL	946.48
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CITY STATE ZIP	LRCCD - FOLSOM LAKE		NAME / MIDDLE / MEMBER ID / KEY		POCKET 1		SLEEVE	
	NAME		NAME #		L	R		
	COLLEGE		TITLE #					
	ADDRESS		NAME #					
			MEMBERSHIP #					
	CITY STATE		COUNCIL #					

CUSTOMER
ROUTE
MANAGER

DO NOT PAY
THIS IS NOT
AN INVOICE

**MUST HAVE MANAGEMENT
APPROVAL**

Special Instructions:

From: [Machani, Rachana](#)
To: [Williams, Melissa](#); [Bryan Almeida](#)
Cc: [Ramil Baladad](#); [Chadwick, Sera](#)
Subject: RE: ETA for Mission Linen Supply Purchase Order # 0001115477
Date: Friday, July 16, 2021 10:31:00 AM

Thank you Melissa.

From: Williams, Melissa
Sent: Friday, July 16, 2021 10:26 AM
To: Machani, Rachana <MachanR@flc.losrios.edu>; Chadwick, Sera <ChadwiS@flc.losrios.edu>
Cc: Bryan Almeida <balmeida@missionlinen.com>; Ramil Baladad <rbaladad@missionlinen.com>
Subject: RE: ETA for Mission Linen Supply Purchase Order # 0001115477

Hello Rachana,

Can we wait to have it all delivered at one time? I think this would be best and we don't mind waiting two weeks.

Thank you.

Melissa Williams | Director of Administrative Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916-608-6588 | f. 916-608-6746 | William@flc.losrios.edu | www.flc.losrios.edu

From: Machani, Rachana <MachanR@flc.losrios.edu>
Sent: Friday, July 16, 2021 10:09 AM
To: Williams, Melissa <WilliaM@flc.losrios.edu>; Chadwick, Sera <ChadwiS@flc.losrios.edu>
Cc: Bryan Almeida <balmeida@missionlinen.com>; Ramil Baladad <rbaladad@missionlinen.com>
Subject: ETA for Mission Linen Supply Purchase Order # 0001115477

Hi Melissa,

This is regarding ETA for Mission Linen Supply Purchase Order # 0001115477. The vendor has 75% of the order ready for delivery in Ramil's truck. The remaining items are on back order until the end of July. Would you like them to deliver what they have now and the remaining items as they come in or do you want to wait until it is complete?. Please see the email below for reference.

Thank you,
Best regards,
Rachana.

From: Bryan Almeida <balmeida@missionlinen.com>
Sent: Friday, July 16, 2021 7:03 AM
To: Machani, Rachana <MachanR@flc.losrios.edu>

Cc: Ramil Baladad <rbaladad@missionlinen.com>

Subject: Re: ETA for Mission Linen Supply Purchase Order # 0001115477

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".**

Good Morning Rachana,

We do have about 75% of the order ready for delivery in Ramil's truck. The remaining items are on back order until the end of July. Would you like us to deliver what we have now and the remaining items as they come in or do you want to wait until it is complete?

Thank you so much for your patience and let me know what you would like to do.

Thank you,

Bryan Almeida
General Manager
Mission Linen Supply
916.996.8544 (C)

Sent from my iPhone

On Jul 15, 2021, at 3:59 PM, Machani, Rachana <MachanR@flc.losrios.edu> wrote:

Hi,
Could you please give us the **estimated time of arrival for Mission Linen Supply Purchase Order # 0001115477**. If the items are already shipped please provide us the shipping document.
Please see below for reference.

<image001.jpg>

Thank you,
Best regards,
Rachana | Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
| ✉ machanr@flc.losrios.edu



Remit To:
Mission Uniform Service
7520 Reese Rd
Sacramento, CA 95828-3707
PH 916-423-3179

Rec# 0001097787

Customer Invoice

Deliver To
LRCCD - FOLSOM LAKE COLLEGE 10 College Pky Folsom, CA 956306798

Date:	9/24/2021
Invoice #:	515620791
Page:	1 of 1
Customer #:	257776
Purchase Order #:	0000003683
Terms:	Cash
Delivery Plant:	4801 D
Delivery Days:
Delivery Stop:	Rt 31 - 9999

Line	Emp	Item	Identity	Invty	Qty		Amount	Adj Qty	Adj Amount
1		SANMAR-SHT-POLO/KNIT			7		132.86		
2		SANMAR-SHT-POLO/KNIT			2		37.96		
3		SANMAR-SHT-POLO/KNIT			2		37.96		
4		SANMAR-SHT-POLO/KNIT			1		18.98		
5		SANMAR-SHT-POLO/KNIT			4		75.80		
6		SANMAR-SHT-POLO/KNIT			1		21.98		
7		SANMAR-SHT-POLO/KNIT			8		235.04		
8		SANMAR-SWEATSHIRT-DS			1		78.98		
9		SANMAR-SWEATSHIRT-DS			3		236.94		
10		SANMAR-SWEATSHIRT-DS			1		69.98		
							Subtotal	\$946.48	Adj Subtotal
							Sales Tax	\$78.08	* Adj Tax
							Prebill Total	\$1,024.56	Adj Total
							Adjust Amount	\$	
							Amount Due	\$	

Remarks:

EMBLEM: 173DE0366/LP

Signed: _____