

**LIMITED PURCHASE ORDER**  
 (Not to Exceed \$1000.00)

<b>VENDOR NAME AND ADDRESS:</b> Portia Njoku 9315 FOLSOM BLVD APT 111 SACRAMENTO, CA 95826-2515	<b>DELIVERY INSTRUCTIONS:</b> <input checked="" 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	993993 White CD/DVD S	1			5.49	5.49
2	Verbatim CD/DVD Paper Sleeves-with clear window 50pk	1			2.95	2.95
3	056060081 Memorex CD	1			5.99	5.99
4						
5	<b>PAID</b>					
6	<b>CHECK #: 0094806565</b>					
7	<b>DATE: 10/23/20</b>					
8						
9	<b>AMOUNT \$: 15.53</b>					
10	<b>VOUCHER #: F4020</b>					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of: <b>SWP-PREP</b>	<b>SUB-TOTAL</b> 14.43 <b>SALES TAX</b> 1.00 <b>TOTAL</b> \$15.53 (Not to Exceed \$1000.00)
Program Name: <u>V. Maryatt for M. Peshon</u> For grants/special projects <u>483Z</u> <small>Program Director/Coord. Signature</small> Student Success - Recommendation #2 <small>Program Goal/Objective Number/Explanation</small>	

**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, Conflict of Interest Code, P-8631 Section 3.0., and all other applicable district, state, and federal policies, rules, regulations, and laws.

**Portia Njoko** **10/16/20**

<b>REQUESTED BY:</b>	<b>TYPED/PRINT</b>	<b>DATE</b>	Received by _____ Date _____ GENFD / 4300 / 12 / FL.VI.SWPA Bus. Unit Account Fund Org
			60100 / 00000 / 2021 / 483Z \$ 15.53 Program Sub-Class BY Proj/Grnt Amount

<b>REQUESTED BY:</b>	<b>SIGNATURE</b>	<b>DATE</b>	Approved by _____ DEAN OR OTHER AUTHORIZED SIGNATURE DATE
	<b>Vicky Maryatt</b>	<b>10/16/20</b>	Bus. Unit Account Fund Org

APPROVED:	VICE PRESIDENT, ADMINISTRATION	DATE	Approved by _____ Program Sub-Class BY Proj/Grnt Amount
			Bus. Unit Account Fund Org

From: Office Depot officedepot@e.officedepot.com  
Subject: Your Office Depot Receipt  
Date: August 23, 2020 at 3:01 PM  
To: PORTIA.NJOKU@GMAIL.COM

Thank you for your purchase | View in web browser

**Office DEPOT**  
**OfficeMax**

**Office DEPOT**  
**OfficeMax**

SACRAMENTO - (916) 737-0102  
08/23/2020 3:00 PM



EVTVT5PXP4R5YR4MR6

SALE	2292-2-3876-939049-20.7.2	
314584 CDR,HIGH SPD,	21.19SS	
Instant Savings	-1.20	
<b>You Pay</b>	<b>19.99SS</b>	
993993 WHITE CD/DVD S	5.49 SS	
Subtotal:	25.48	
Sales Tax:	1.97	
Total:	27.45	
Debit Card 6361:	27.45	

TDS Chip Read  
AID A0000000042203 US DEBIT  
TVR 8000048000  
CVS PIN Verified

Total Savings:  
\$1.20

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**WE WANT TO HEAR FROM YOU!**  
**Visit [survey.officedepot.com](http://survey.officedepot.com)**  
and enter the survey code below:  
**15R1 GJ8G CJ44**


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## Final Details for Order #113-2409859-1428242

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

**Order Placed:** September 17, 2020  
**Amazon.com order number:** 113-2409859-1428242  
**Order Total: \$22.26**

**Shipped on September 17, 2020**

<b>Items Ordered</b>	<b>Price</b>
 7 of: <i>Verbatim CD/DVD Paper Sleeves-with clear window 50pk</i> Sold by: Amazon.com Services LLC Condition: New	\$2.95

### Shipping Address:

Portia Njoku  
9315 FOLSOM BLVD APT 111  
SACRAMENTO, CA 95826-2515  
United States

### Shipping Speed:

One-Day Shipping

## Payment information

### Payment Method:

Debit Card | Last digits: 6361

### Billing address

Portia Njoku  
9315 FOLSOM BLVD APT 111  
SACRAMENTO, CA 95826-2515  
United States

Item(s) Subtotal: \$20.65  
Shipping & Handling: \$0.00

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Total before tax: \$20.65  
Estimated tax to be collected: \$1.61

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**Grand Total: \$22.26**

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



SACRAMENTO EAST - 916-503-3678  
08/20/2020 06:20 PM



ENTERTAINMENT-ELECTRONICS  
056060081 MEMOREX CD T \$5.99  
RETURN BY 09/19/20

GROCERY  
055021653 SOUR PUNCH FN \$2.59  
055021893 BLACK FOREST FN \$2.99  
071050115 LAYS KETTLE FN \$3.00 ↓  
071080228 KETTLE FN \$3.69

STATIONERY OFFICE  
051051951 UP&UP T \$5.79

SUBTOTAL \$24.05  
BAG DISCOUNT (1) \$0.05-  
T = CA TAX 8.7500% on \$11.78 \$1.03  
TOTAL \$25.03  
CASH PAYMENT \$25.25  
CHANGE DUE \$0.22

↓ INDICATES SAVINGS

REC#2-0233-2492-0078-1775-6 VCD#751-285-549

NOTICE: Some furniture products can  
expose you to chemicals known to the  
State of California to cause cancer,  
birth defects or other reproductive harm  
Please check on-product label for  
warning information.

Help make your Target Run better.  
Take a 2 minute survey about today's trip:

[informtarget.com](http://informtarget.com)  
User ID: 7976 6750 8992  
Password: 182 244

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days.

**From:** [Taylor, Jennifer](#)  
**To:** [DO-acctg\\_ops](#)  
**Cc:** [Gorrell, Rae](#)  
**Subject:** LPO REIMBURSEMENT FOR NJOKU PORTIA F4020  
**Date:** Thursday, October 22, 2020 12:09:00 PM  
**Attachments:** [NJOKU PORTIA LPO F4020.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:** Wednesday, October 21, 2020 9:58 PM  
**To:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** Re: REIMBURSEMENT FOR NJOKU PORTIA F4020

Approved

Sent from my iPhone

On Oct 16, 2020, at 11:45 AM, Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)> wrote:

Please review & approve attached LPO

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**From:** Maryatt, Victoria <[Victoria.Maryatt@flc.losrios.edu](mailto:Victoria.Maryatt@flc.losrios.edu)>  
**Sent:** Friday, October 16, 2020 10:57 AM  
**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: Prep LPO reimbursement P. Njoku

Approved.

Vicky Maryatt  
Dean, 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)



High risk data including social security numbers are not sent by this office unless encrypted. Agencies corresponding with this office should encrypt all hir risk data before transmitting to the is office.

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**From:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Sent:** Friday, October 16, 2020 10:35 AM  
**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:** FW: Prep LPO reimbursement P. Njoku  
**Importance:** High

Please approve attached LPO for reimbursement.

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**From:** Mesa, Colleen <[MesaC@flc.losrios.edu](mailto:MesaC@flc.losrios.edu)>  
**Sent:** Friday, October 16, 2020 10:30 AM  
**To:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** Prep LPO reimbursement P. Njoku  
**Importance:** High

Hi Jen,

Hopefully this should be the last one and Portia really only bought things that we didn't have, such as the cd covers. We never ordered those and don't have them. She is also the one that lost her debit card and is trying to have the bank write her a note since her statement and online banking screen do not show the card and her name. This should be ready for you to send off to Vicky to approve.

Thank you and happy friday

*Colleen Mesa*

Administrative Assistant to Dean of Career Education  
Folsom Lake College | 10 College Parkway FL2-144 | Folsom, CA 95630  
916.608.6927 | [MesaC@flc.losrios.edu](mailto:MesaC@flc.losrios.edu)

<NJOKU PORTIA\_LPO\_F4020.pdf>