

Los Rios Community College District

PURCHASE ORDER NO 0001112772

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: 0000004027
OFFICE DEPOT INC
4720 NORTHGATE BLVD
LOS RIOS ACCT# 89574855
SACRAMENTO CA 95834

Phone: (916) 569-5122
Fax: (916) 927-3409

email: John.Duncan@officedepot.com

Date	Revision	Page
08/19/2020		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1027070 HENDRICKST HANEYB	04CYPH142 CTE	

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	683244 OFFICE DEPOT CLEAN SEAL 9X12 ENVELOPS	20.00 EA	24.43	488.60	08/28/2020
2- 1	458690 PACON BLUE EXAMINATION BOOKS	1.00 EA	186.89	186.89	08/28/2020
3- 1	589510 OFFICE DEPOT COLLEGE RULED FILLER PAPER	100.00 EA	1.71	171.00	08/28/2020
4- 1	314264 VERBATIM CD-R RECORDABLE	10.00 EA	20.80	208.00	08/28/2020
5- 1	941017 OFFICE DEPOT INJET/LASER LABELS 1 1/3X4	10.00 EA	9.99	99.90	08/28/2020
6- 1	196517 BOISE X-9 MULTI-USE COPY PAPER, CASE OF 10 REAMS	3.00 EA	33.65	100.95	08/28/2020
7- 1	153093 EPSON WORKFORCE COLOR DUPLEX DOCUMENT SCANNER	2.00 EA	329.99	659.98	08/28/2020

ONLINE ORDER PLACED 08-19-20 BY PURCHASING - BH

LINES 1-3 & 5-7 ORDER# 118581248-001 ESTIMATED DELIVERY 08-20-2020

LINE# 4 ORDER# 118618411-001 ESTIMATED DELIVERY 09-01-2020

Paid Ch# 94-805046
9/1/20 Amt \$ 2053.44

Sub Total Amount	1,915.32
Sales Tax Amount	148.43
Total PO Amount	2,063.75

BU Acct Fd Org Prog Sub Proj Amount BYear

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.

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4720 NORTHGATE BLVD
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Date	Revision	Page
08/19/2020		2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1027070 HENDRICKST HANEYB	04CYPH142 CTE	

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Bill To: LRCCD
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Sacramento CA 95825-3981
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
GENFD 4500 12	FL.VI.SWPA 60100 00000 483Z	2,063.75	2021			

0001027070CHAVEZA18-AUG-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.

<http://www.losrios.edu/purchasing/povalidation>

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Requisition

Supplier: OFFICE DEPOT INC
4720 NORTHGATE BLVD
LOS RIOS ACCT# 89574855
SACRAMENTO CA 95834
United States

Phone: (916) 569-5122 **Fax:** (916) 927-3409
email: John.Duncan@officedepot.com

0000004027

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001027070	08/13/2020	1	
Requisition Name:			
OFFICE DEPOT - PREP			
Requester			
Theresa Hendricks			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: HENDRICT 13-AUG-2020			

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	683244 OFFICE DEPOT CLEAN SEAL 9X12 ENVELOPS	20	EA	25.99	519.80	08/28/2020
2-1	458690 PACON BLUE EXAMINATION BOOKS	1	EA	186.98	186.98	08/28/2020
3-1	589510 OFFICE DEPOT COLLEGE RULED FILLER PAPER	100	EA	1.25	125.00	08/28/2020
4-1	314264 VERBATIM CD-R RECORDABLE	10	EA	28.99	289.90	08/28/2020
5-1	941017 OFFICE DEPOT INJET/LASER LABELS 1 1/3X4	10	EA	9.99	99.90	08/28/2020
6-1	13486 BOISE X-9 MULTI-USE COPY PAPER, CASE OF 10 REAMS	3	EA	66.99	200.97	08/28/2020
7-1	153093 EPSON WORKFORCE COLOR DUPLEX DOCUMENT SCANNER	2	EA	329.99	659.98	08/28/2020

2,082.53 Sub-total
161.40 Est. tax

Total Requisition Amount: 2,243.93

PLEASE NOTIFY JEN TAYLOR/COLEEN MESA FOR PICKUP ARRANGEMENT @ RECEIVING DEPARTMENT

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	12	FL.VI.SWPA	60100	00000	483Z	2,082.53

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: Strong Workforce - PREP
Project Grant: 483z
Program Director: Peshon
Program Goal: student instructional materials

Approval Signature

Approval Signature

Approval Signature

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Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	683244 OFFICE DEPOT CLEAN SEAL 9X12 ENVELOPS	20.00 EA ✓	24.43	488.60	08/28/2020
2- 1	458690 PAGON BLUE EXAMINATION BOOKS	1.00 EA ✓	186.89	186.89	08/28/2020
3- 1	589510 OFFICE DEPOT COLLEGE RULED FILLER PAPER	100.00 EA ✓	1.71	171.00	08/28/2020
4- 1	314264 VERBATIM CD-R RECORDABLE	10.00 EA ✓	20.80	208.00	08/28/2020
5- 1	941017 OFFICE DEPOT INJET/LASER LABELS 1 1/3X4	10.00 EA ✓	9.99	99.90	08/28/2020
6- 1	196517 BOISE X-9 MULTI-USE COPY PAPER, CASE OF 10 REAMS	3.00 EA ✓	33.65	100.95	08/28/2020
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LINE# 1-3 & 5-7 ORDER# 118581248-001 ESTIMATED DELIVERY 08-20-2020

LINE# 4 ORDER# 118618411-001 ESTIMATED DELIVERY 09-01-2020

PO #0001112772

RCVR #0001094219

8/25/20

AN

Sub Total Amount
Sales Tax Amount
Total PO Amount

1,915.32
148.43
2,063.75

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PACKING LIST

Page 1 of 1

OFFICE DEPOT
1-800-GO-DEPOT
6700 AUTOMALL PKWY.
FREMONT CA 94538

Order Number 118581248-001

Order Summary

Shipping Address

00076
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
DLV TUE/THUR 10 AM - 1 PM
FOLSOM CA 95630-6798

Customer Information

Customer#: 89574855
Contact: BRENDA HANEY
Phone#: 916-568-3072PO#0001112772
RCVR #0001094219

Carton Counts

Repack / Split Case 1
Full Case 11
Bulk 2
Secondary Warehouse 1
Total 15

Additional Information

PO 0001112772
Route/Stop/Door: 0305/018/051
Order Date: 19-Aug-2020
Delivery Date: 20-Aug-2020* Note: Your order contains
additional cartons of merch.
from secondary Warehouse

Parent Order Number 118581248

Item Details

Line	Quantity			Item Number Mfr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	20 ✓	20 ✓	0	683244	ENVELOPE,CAT,100BX,9X12,BRN ✓	BOX	24.430	488.60	45692701 45692801 45692901 45693001
2	1 ✓	1 ✓	0	PACBB788 458690	BLUEBOOK,8PG,1000/CT ✓	CT	186.890	186.89	*
3	100 ✓	100 ✓	0	589510 15111-15067	PAPER,FILLER,CR,10.5X8,150CT	EACH	1.710	171.00	45600501 45692301 45692401 45692501 45692601
4	10 ✓	10 ✓	0	941017 505-O004-0018	LABEL,OD,DUAL,1 1/3X4,350CT,WH ✓	PACK	9.990	99.90	45600501
5	3 ✓	3 ✓	0	196517 OX9001-CTN	PAPER,X-9,8.5"X11",20LB,10CA ✓	CASE	33.650	100.95	45692001 45692101 45692201
6	2 ✓	2 ✓	0	153093 B11B226201	SCANNER,EPSON,ES-400 ✓	EACH	329.990	659.98	45693101 45693201

Please visit OfficeDepot.com
for all order information
including re-orders, invoice
re-prints, parts replacement
and quick/easy returns.PLEASE NOTE: Your orders will
arrive in separate shipments.
Your orders can be tracked via
the Office Depot website.
118635811-001 2020-09-01All taxable sales shipped to c
ustomers in CA are FOB destina
tion and are made by eDepot LL
C, a wholly-owned sub of Offi
ce Depot Inc.Merchandise Total 1,707.32
Delivery Charge 0.00
Subtotal 1,707.32
Discount 8.54-
Sales Tax(7.75 131.66
Order Total 1,830.44Balance Due 0.00
Terms: Acct Bill



PACKING LIST

Page 1 of 1

OFFICE DEPOT
1-800-GO-DEPOT
3366 E. WILLOW STREET
SIGNAL HILL CA 90755

Order Number 118635811-001

Order Summary

Shipping Address

176
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
DLV TUE/THUR 10 AM - 1 PM
FOLSOM CA 95630-6798

Customer Information

Customer#: 89574855
Contact: BRENDA HANEY
Phone#: 916-568-3072

Carton Counts

Repack / Split Case 1
Full Case 0
Bulk 0
Total 1

Additional Information

PO 0001112772
Route/Stop/Door: 0740/000/031
Order Date: 19-Aug-2020
Delivery Date: 20-Aug-2020

Parent Order Number 118581248

Item Details

Line	Quantity			Item Number Mfg Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	10 ✓	10 ✓	0	314264 94554 VER94554	CD-R, VERBATIM, SPINDLE, 100PK ✓	PACK	20.800	208.00	84733801
PO#0001112772 RCV# 0001094219									

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Your orders can be tracked via
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118581248-001 2020-08-20

All taxable sales shipped to c
ustomers in CA are FOB destina
tion and are made by eDepot LL
C, a wholly-owned sub of Offi
ce Depot Inc.

Merchandise Total	208.00
Delivery Charge	0.00
Subtotal	208.00
Discount	1.04
Sales Tax(7.75	16.04
Order Total	223.00

Balance Due 0.00
Terms: Acct Bill