

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 B210317 CHANGE ORDER

Date 07/27/2020	Revision 1 - 06/16/2021	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Method
Reference: 1026741 TAYLORJ HANEYB	Location / Dept 04ADMN	

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

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	BSO 042I BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 7/01/2020-06/30/2021	1.00 LOT	800.00	800.00	06/30/2021
2- 1	VPA 041A BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 7/01/2020-06/30/2021	1.00 LOT	1,000.00	1,000.00	06/30/2021

VALID FROM 07-01-2020 TO 06-30-2021

AUTHORIZED PERSONNEL:

LINE# 1: JOANY HARMAN; JENNIFER TAYLOR; KENT EVERS

LINE# 2: JOANY HARMAN; JENNIFER TAYLOR; WENDA VANDER WERF

06-16-21 INCREASE PO LINE 1 BY \$300.00 PER J HARMAN. NEW LINE TOTAL \$800.00. NEW PO TOTAL
\$1,800.00 - SR

Sub Total Amount	1,800.00
Sales Tax Amount	0.00
Total PO Amount	1,800.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.BSOF	67200	00000	042I	800.00	2021
GENFD	4500	11	FL.VA.OFFC	60100	00000	041A	1,000.00	2021

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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PURCHASE ORDER NO B210317 CHANGE ORDER

Date	Revision	Page
07/27/2020	1 - 06/16/2021	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1026741 TAYLORJ HANEYB	04ADMN	

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United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
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0001026741CHAVEZA24-JUL-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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Authorized Signature
AUTHORIZED SIGNATURE ON
PO TOTAL PAGE

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Change Order Request

PO# B210317

REQUEST DATE: 6/16/21

COLLEGE/DEPT.: FLC BSO

VENDOR NAME: OFFICE DEPOT

☒ **INCREASE BLANKET PO LINE 1 BY \$300.00 TO \$800.00**

Los Rios Community College District

PURCHASE ORDER NO B210317

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Date	Revision	Page
07/27/2020		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
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1919 Spanos Court
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United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	BSO 042I BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 7/01/2020-06/30/2021	1.00 LOT	500.00	500.00	06/30/2021
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VALID FROM 07-01-2020 TO 06-30-2021

AUTHORIZED PERSONNEL:

LINE# 1: JOANY HARMAN; JENNIFER TAYLOR; KENT EVERS

LINE# 2: JOANY HARMAN; JENNIFER TAYLOR; WENDA VANDER WERF

Sub Total Amount	1,500.00
Sales Tax Amount	0.00
Total PO Amount	1,500.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.BSOF	67200	00000	042I	500.00	2021
GENFD	4500	11	FL.VA.OFFC	60100	00000	041A	1,000.00	2021

0001026741CHAVEZA24-JUL-2020

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Requisition

Supplier: OFFICE DEPOT INC 0000004027
 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

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001026741	07/16/2020	1	
Requisition Name:			
OFFICE DEPOT - VPA DEPT			
Requester			
Jennifer Taylor			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: TAYLORJ 16-JUL-2020			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BSO - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES EFFECTIVE 7/01/2020 - 06/30/2021	1	JOB	500.00	500.00	
2-1	VPA OFFICE- BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES EFFECTIVE: 7/01/2020 - 06/30/2021	1	JOB	1,000.00	1,000.00	

1,500.00 Sub-total
 0.00 Est. tax

Total Requisition Amount: 1,500.00

AUTHORIZED USERS:

LN1: JOANY HARMAN; JENNIFER TAYLOR; KENT EVERS

LN2: JOANY HARMAN; JENNIFER TAYLOR; WENDA VANDER WERF

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	11	FL.VA.BSOF	67200	00000	042I	500.00
GENFD	4500	11	FL.VA.OFFC	60100	00000	041A	1,000.00

Approval Signature	Approval Signature	Approval Signature
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