

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 B210377 CHANGE ORDER

Date	Revision	Page
08/11/2020	1 - 05/19/2021	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1026935 TAYLORJ HANEYB	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	CUST 051C - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1.00 LOT	3,000.00	3,000.00	06/30/2021
2- 1	OPER 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1.00 LOT	700.00	700.00	06/30/2021

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

AUTHORIZED PERSONNEL:

LINE# 1: JOANY HARMAN, JENNIFER TAYLOR, SERA CHADWICK, TALINA BURKE, BABA NDIAYE

LINE# 2: JOANY HARMAN, JENNIFER TAYLOR, SERA CHADWICK, TALINA BURKE

05-19-21 PER J. HARMAN INCREASE LINE# 2 BY \$500.00. NEW PO TOTAL \$3,700.00 (BH)

Sub Total Amount	3,700.00
Sales Tax Amount	0.00
Total PO Amount	3,700.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.CUST	67900	00000	051C	3,000.00	2021
GENFD	4500	11	FL.VA.OPER	67700	00000	041A	700.00	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 B210377 CHANGE ORDER

Date	Revision	Page
08/11/2020	1 - 05/19/2021	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1026935 TAYLORJ HANEYB	04ADMN	

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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

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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
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0001026935CHAVEZA10-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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SACRAMENTO CA 95834

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Date 08/11/2020	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Method
Reference: 1026935 TAYLORJ HANEYB	Location / Dept 04ADMN	

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
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Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	CUST 051C - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1.00 LOT	3,000.00	3,000.00	06/30/2021
2- 1	OPER 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1.00 LOT	200.00	200.00	06/30/2021

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

AUTHORIZED PERSONNEL:

LINE# 1: JOANY HARMAN, JENNIFER TAYLOR, SERA CHADWICK, TALINA BURKE, BABA NDIAYE

LINE# 2: JOANY HARMAN, JENNIFER TAYLOR, SERA CHADWICK, TALINA BURKE

Sub Total Amount	3,200.00
Sales Tax Amount	0.00
Total PO Amount	3,200.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.CUST	67900	00000	051C	3,000.00	2021
GENFD	4500	11	FL.VA.OPER	67700	00000	041A	200.00	2021

0001026935CHAVEZA10-AUG-2020

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Requisition

Supplier: OFFICE DEPOT INC
6450 FOLSOM BLVD
SACRAMENTO CA 95819
United States

0000004027

email:

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001026935	08/03/2020	1	
Requisition Name:			
CUST/OPER OFFICE DEPOT BPO			
Requester			
Jennifer Taylor			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: TAYLORJ 03-AUG-2020			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CUST 051C - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1	LOT	3,000.00	3,000.00	
2-1	OPER 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1	LOT	200.00	200.00	

3,200.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 3,200.00

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

AUTHORIZED PERSONNEL:

LINE# 1: JOANY HARMAN; JENNIFER TAYLOR; SERA CHADWICK; TALINA BURKE; BABA NDIAYE
LINE# 2: JOANY HARMAN; JENNIFER TAYLOR; SERA CHADWICK; TALINA BURKE

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	11	FL.VA.CUST	67900	00000	051C	3,000.00
GENFD	4500	11	FL.VA.OPER	67700	00000	041A	200.00

Approval Signature	Approval Signature	Approval Signature
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