

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F4009

Date 09/14/2020

LIMITED PURCHASE ORDER
(Not to Exceed \$1000.00)

| | |
|--|--|
| VENDOR NAME AND ADDRESS: OFFICE DEPOT 4720 NORTHGATE BLVD SACRAMENTO, CA 95834 | DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call FOLSOM LAKE COLLEGE 10 COLLEGE PARKWAY FOLSOM, CA 95630 |
|--|--|

| ITEM | DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES | ORDERED | | | UNIT PRICE | TOTAL |
|------|--|----------|------|-----------|------------|--------|
| | | QUANTITY | UNIT | STOCK NO. | | |
| 1 | INTERDEPARMENT STRING & BUTTON CLOSURE ENVELOPES | 10 | EACH | | 45.99 | 459.90 |
| 2 | 9" X 12", 1-SIDED NARROW RULE, BROWN, BOX OF 100 | | | | | |
| 3 | ITEM # 254755 | | | | | |
| 4 | Paid: | | | | | |
| 5 | Check#: 94-806186 | | | | | |
| 6 | Date: 10/15/20 | | | | | |
| 7 | Amount: \$495.54 | | | | | |
| 8 | Voucher#: | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

| | | | |
|--|-----------------------------------|---------------------------|------------------|
| Purchases Charged to Categorical Programs, Grants or Special Projects | | SUB-TOTAL | \$ 459.90 |
| This purchased is in compliance with the requirements of: | | SALES TAX | \$ 35.64 |
| STRONG WORKFORCE - PREP | | TOTAL | \$ 495.54 |
| Program Name | | (Not to Exceed \$1000.00) | |
| VICTORIA MARYATT For grants/special projects 483Z | Program Director/Coord. Signature | | |
| STUDENT INSTRUCTIONAL MATERIALS - PREP | Project/Grant Number | | |
| Program Goal/Objective Number/Explanation | | | |

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.

| | |
|--|--|
| COLEEN MESA REQUESTED BY: TYPED/PRINT DATE 09/14/2020 | Received by _____ Date _____ GENFD / 4500 / 12 / FL.VI.SWPA Bus. Unit Account Fund Org |
| COLEEN MESA REQUESTED BY: SIGNATURE DATE 09/14/2020 | 60100 / 00000 / 2021 / 483Z \$ 495.54 Program Sub-Class BY Proj/Grnt Amount |
| VICTORIA MARYATT APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE 09/14/2020 | Bus. Unit Account Fund Org |
| AUGUSTINE CHAVEZ APPROVED: VICE PRESIDENT, ADMINISTRATION DATE 09/14/2020 | Program Sub-Class BY Proj/Grnt Amount |

Quality Park® Interdepartment String & Button Closure Envelopes, 9" x 12", 1-Sided Narrow Rule, Brown, Box Of 100 Item # 254755

★★★★☆ (2) | [Description](#) | [Share](#) | [Print](#)



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\$45.99 / carton

Select an option

- One-Time Delivery
- Subscription Delivery [i](#)

Next Business Day Delivery Available

Qty

 **Add to Cart**

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Also available in

[Select an Option](#) ▼

DALLAS
CUSTOMER SERVICE CENTER
2220 NORTH HWY 360
GRAND PRAIRIE TX75050

Route: **0775**
Stop: **000**
Door: **022**

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

32011301

WAVE

CUSTOMER SERVICE CENTER
2220 NORTH HWY 360
GRAND PRAIRIE TX75050

02

RTE **0775** WEIGHT

STOP **000**

DOOR **022**

BO# **641139**
BATCH

C7 C7

9022 02:50 PM

CUST# **89574855**

UPS GROUND
TRACKING#: 1Z 9R4 2W3 03 2054 3261



CA 955 6-03



C

Wave: 02

PO **F4009**

RLSE
DEPT
DESK
SPCL:

VICTORIA MARYATT
09/18/20-02:50 PM BATCH: 9022
BO#: 641139



Ctn# 88320113010775



INV# **125788340/001**

| Location | Qty | UM | Vendor Item Code | Description | SKU | UPC | Weight | Markout | Filled by |
|-------------|----------|----|------------------|-----------------------------|---------|-----------|--------|---------|-----------|
| 04 SC 04-57 | 3 | CT | QUA63462 | ENVELOPE,INTRDEPT,28LB,9X12 | 0254755 | 0-25475-5 | 12.930 | | |
| | | | | *****END OF CARTON***** | | | | | |
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BATCH **9022** BO# **641139** INV# **125788340/001** CARTON ID # **32011301** AUDITED BY: _____

RCVD 9/22/20



Order# 125788340-001

Summary

PO #: F4009
Release:
DEPTNAM:
Last Updated: 09/19/2020
Updated By: UN08
Order Date: 09/17/2020
Delivery Date: 09/22/2020
Comments:

Shipping

Address:
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
DLV TUE/THUR 10 AM - 1 PM
FOLSOM, CA
95630-6798
USA
Ship to id:
FLC-FOLSOMCAMPUS

Billing

Account#: 89574855
Contact: VICTORIA MARYATT
1 (916) 484-8643
Payment Method:
Account Billing

| ORDER NUMBER | STATUS | TOTAL |
|------------------------------|-----------|----------|
| 125788340-001 - Parent Order | Delivered | \$493.06 |



\$45.99 / carton

Quality Park® Interdepartment String & Button Closure Envelopes, 9" x 12", 1-Sided Narrow Rule, Brown, Box Of 100

Item #254755

| QUANTITY | BACK ORDER | SHIPPED | TOTAL |
|----------|------------|---------|----------|
| 10 | 0 | 10 | \$459.90 |

COMMENTS:
PO F4009

Delivery only

| | |
|---------------|-----------------|
| Subtotal: | \$617.20 |
| Delivery Fee: | \$0.00 |
| Adjustments: | \$157.30 |
| Discount: | (\$2.30) |
| Taxes: | \$35.46 |
| Total: | \$493.06 |