

LIMITED PURCHASE ORDER
 (Not to Exceed \$1000.00)

VENDOR NAME AND ADDRESS:	DELIVERY INSTRUCTIONS: <input 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. & SIZES</small>	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

PAID
CHECK #: 0094809535
DATE: 2/4/21
AMOUNT \$: 573.09
VOUCHER #: F4023

Purchases Charged to Categorical Programs, Grants or Special Projects
 This purchased is in compliance with the requirements of:

Program Name _____
 For grants/special projects 700P
Program Director/Coord. Signature _____ Project/Grant Number

Program Goal/Objective Number/Explanation _____

	SUB-TOTAL
	SALES TAX
	TOTAL (Not to Exceed \$1000.00)

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.

Received by _____ Date _____

GENFD / 4300 / 12 / FL.VI.REEN

REQUESTED BY: _____ **TYPED/PRINT** _____ **DATE** _____

Bus. Unit Account Fund Org

REQUESTED BY: _____ **SIGNATURE** _____ **DATE** _____

49000 / 00000 / 2021 / 700P \$ 573.09
 Program Sub-Class BY Proj/Grnt Amount

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE _____ DATE _____

Bus. Unit Account Fund Org

APPROVED: VICE PRESIDENT, ADMINISTRATION _____ DATE _____

Program Sub-Class BY Proj/Grnt Amount



PACKING LIST

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

Order Number 149717489-001

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: JEN TAYLOR
Phone#: 916-608-6635

Carton Counts

Repack / Split Case	1
Full Case	6
Bulk	0
Total	7

Additional Information

PO F4023
Route/Stop/Door: 0305/016/051
Order Date: 08-Jan-2021
Delivery Date: 12-Jan-2021

PO. NO F4023

Item Details

Line	Quantity			Item Number Mfgr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	16	16	0	653689 49976	100PK CD/DVD PAPER SLEEVES WIT	PACK	7.990	127.84	69831401
2	6	6	0	983932 8163	LABEL,IJ,SHIP,WHT,250CT	BOX	5.850	35.10	69831401
3	120	120	0	589510 15111-15067	PAPER,FILLER,CR,10.5X8,150CT	EACH	1.710	205.20	69907901 69908001 69908101 69908201 69908301
4	8	8	0	314264 94554 VER94554	CD-R,VERBATIM,SPINDLE,100PK	PACK	20.800	166.40	69831401 69907801

Please visit Office Depot.com for all order information including re-orders, invoice re-prints, parts replacement and quick/easy returns.

All taxable sales shipped to customers in CA are FOB destination and are made by eDepot LLC, a wholly-owned sub of Office Depot Inc.

Merchandise Total	534.54
Delivery Charge	0.00
Subtotal	534.54
Discount	2.67-
Sales Tax(7.75	41.22
Order Total	573.09

Balance Due 0.00
Terms: Acct Bill

RCVD 1/12/21

Baba

Order# 149717489-001

Orders
 Order By Item
 Shopping Lists
 Bulletin Board
 Brand Identity
 Subscriptions

Summary	Shipping	Billing
PO #: F4023 Release: DEPTNAM: Last Updated: 01/08/2021 Updated By: TAYLORJ@FLC.LOSRIOS.EDU Order Date: 01/07/2021 Delivery Date: 01/11/2021 Comments:	Address: FOLSOM LAKE COLLEGE 10 COLLEGE PKWY DLV TUE/THUR 10 AM - 1 PM FOLSOM, CA 95630-6798 USA Ship to id: FLC-FOLSOMCAMPUS	Account#: 89574855 Contact: JEN TAYLOR 1 (916) 608-6635 Payment Method: Account Billing

ORDER NUMBER	STATUS	TOTAL
149717489-001 - Parent Order	Ready to be loaded	\$573.09



\$7.99 / pack

Verbatim® CD/DVD Paper Storage Sleeves, White, Box Of 100 Sleeves

Item #653689

QUANTITY	BACK ORDER	SHIPPED	TOTAL
16	0	0	\$127.84

COMMENTS:

Delivery only



\$5.85 / box

Avery® TrueBlock® Permanent Inkjet Shipping Labels, 8163, 2" x 4", White, Pack Of 250

Item #983932

QUANTITY	BACK ORDER	SHIPPED	TOTAL
6	0	0	\$35.10

COMMENTS:

Eco-conscious



\$1.71 / each

Office Depot® Brand Notebook Filler Paper, College-Ruled, 8" x 10 1/2", White, Pack Of 150 Sheets

Item #589510

QUANTITY	BACK ORDER	SHIPPED	TOTAL
120	0	0	\$205.20

COMMENTS:



\$20.80 / pack

Verbatim® CD-R Recordable Media,
Spindle, 700MB/80 Minutes, Pack Of
100

Item #314264

QUANTITY	BACK ORDER	SHIPPED	TOTAL
8	0	0	\$166.40

COMMENTS:

Subtotal:	\$534.54
Delivery Fee:	\$0.00
Adjustments:	\$0.00
Discount:	(\$2.67)
Taxes:	\$41.22
Total:	\$573.09
