

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F4038

Date 2/19/2021

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
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	STAR TECH.COM ADJUSTABLE UNDER DESK	1	EACH		46.59	46.59
2	FOOTREST-ERGONOMIC FOOTREST-LARGE					
3	18X14IN-OFFICE (ITEM#8637563)					
4		PAID				
5		CHECK #: 0094813000				
6		DATE: 4/1/21				
7		AMOUNT \$: 55.86				
8		VOUCHER #: f4039				
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchased is in compliance with the requirements of:

Program Name _____
 For grants/special projects _____
 Program Director/Coord. Signature _____ Project/Grant Number _____
 Program Goal/Objective Number/Explanation _____

SUB-TOTAL	46.59
SALES TAX	3.61
TOTAL (Not to Exceed \$1000.00)	50.20

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.

SERA CHADWICK 2/19/2021
 REQUESTED BY: TYPED/PRINT DATE

MELISSA WILLIAMS 2/19/2021
 REQUESTED BY: SIGNATURE DATE

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE
 APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Received by	Date
GENFD / 4500 / 11 / FL.VA.PROJ	
Bus. Unit Account Fund Org	
67900 / 00000 / 2021 / 051C	\$ 50.20
Program Sub-Class BY Proj/Grnt	Amount
Bus. Unit Account Fund Org	
Program Sub-Class BY Proj/Grnt	Amount

Order# 157059305-001

Summary PO #: F4038 Release: DEPTNAM: Last Updated: 02/23/2021 Updated By: TAYLORJ@FLC.LOSRIOS.EDU Order Date: 02/22/2021 Delivery Date: 03/02/2021 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: JEN TAYLOR 1 (916) 608-6635 Payment Method: Account Billing
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ORDER NUMBER	STATUS	TOTAL
157059305-001 - Parent Order	Delivered	\$50.20



\$46.59 / each

StarTech.com Adjustable Under Desk Foot Rest - Ergonomic Footrest - Large 18x14in - Office Footrest Stool w/ Adjustable Height, Angle - Create a more comfortable ergonomic workspace - Adjustable Under Desk Foot Rest

Item #8637563

QUANTITY	BACK ORDER	SHIPPED	TOTAL
1	0	1	\$46.59

COMMENTS:

Delivery only

Subtotal:	\$46.59
Delivery Fee:	\$0.00
Adjustments:	\$0.00
Taxes:	\$3.61
Total:	\$50.20