

**COMPLETED**

P.O. No. F4039

Date 1/12/2021

**LIMITED PURCHASE ORDER**  
 (Not to Exceed \$1000.00)

VENDOR NAME AND ADDRESS:  Office Depot	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						
2	Basic View 3-ring binder, 1 1/2"	24			2.16	51.84
3						
4	Item #396251 <b>PAID</b>					
5	<b>CHECK #:</b> 0094813000					
6						
7	<b>DATE:</b> 4/1/21					
8	<b>AMOUNT \$:</b> 55.86					
9	<b>VOUCHER #:</b>					
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of: <b>Foster &amp; Kinship Care Education</b>  Program Name <u>471C</u> For grants/special projects _____ Project/Grant Number _____ Program Director/Coord. Signature _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL <b>51.84</b>  SALES TAX <b>4.02</b>  TOTAL (Not to Exceed \$1000.00) <b>55.86</b>
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**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.

Requested by: <b>Olga Moskalyuk</b> TYPED/PRINT DATE: <b>1/12/2021</b>	Received by: _____ Date: _____ <b>GENFD / 4500 / 12 / FL.VS.FCPG</b> Bus. Unit Account Fund Org <b>64900 / 00000 / 2021 / 471C</b> \$ <b>55.86</b> Program Sub-Class BY Proj/Grnt Amount _____ / _____ / _____ / _____ Bus. Unit Account Fund Org _____ / _____ / _____ / _____ \$ _____ Program Sub-Class BY Proj/Grnt Amount
Requested by: <b>Olga Moskalyuk</b> SIGNATURE DATE: <b>11/12/2021</b>	
Approved by: <b>SONIA ORTIZ-MERCADO</b> DEAN OR OTHER AUTHORIZED SIGNATURE DATE: <b>1/12/21</b>	
Approved by: _____ VICE PRESIDENT, ADMINISTRATION DATE: _____	

**Order# 160204292-001**

<b>Summary</b>  <b>PO #:</b> F4039 <b>Release:</b> <b>DEPTNAM:</b> <b>Last Updated:</b> 02/25/2021 <b>Updated By:</b> TAYLORJ@FLC.LOSRIOS.EDU <b>Order Date:</b> 02/24/2021 <b>Delivery Date:</b> 02/25/2021 <b>Comments:</b>	<b>Shipping</b>  <b>Address:</b> FOLSOM LAKE COLLEGE 10 COLLEGE PKWY DLV TUE/THUR 10 AM - 1 PM FOLSOM, CA 95630-6798 USA <b>Ship to id:</b> FLC-FOLSOMCAMPUS	<b>Billing</b>  <b>Account#:</b> 89574855 <b>Contact:</b> JEN TAYLOR 1 (916) 608-6635 <b>Payment Method:</b> Account Billing
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<b>ORDER NUMBER</b>	<b>STATUS</b>	<b>TOTAL</b>
160204292-001 - Parent Order	Delivered	<b>\$55.86</b>



**\$2.16** / each

Just Basics® Basic View 3-Ring Binder,  
1 1/2" Round Rings, 61% Recycled,  
White

Item #396251

QUANTITY	BACK ORDER	SHIPPED	TOTAL
24	0	24	<b>\$51.84</b>

COMMENTS:

- Delivery only
- Eco-conscious

- Best Value
- Recycled content

Subtotal:	\$51.84
Delivery Fee:	\$0.00
Adjustments:	\$0.00
Taxes:	\$4.02
Total:	\$55.86