

Los Rios Community College District

PURCHASE ORDER NO B210376

Purchasing: (916)568-3071 * FAX (916) 568-3145
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000004027
OFFICE DEPOT INC
6450 FOLSOM BLVD
SACRAMENTO CA 95819

email:

Date 08/11/2020	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Method
Reference: 1026934 TAYLORJ HANEYB HANEYB	Location / Dept 04ADMN	

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	ITSV 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1.00 LOT	500.00	500.00	06/30/2021
2- 1	ITSV 700P - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1.00 LOT	500.00	500.00	06/30/2021
3- 1	AVSV 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1.00 LOT	100.00	100.00	06/30/2021

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

AUTHORIZED PERSONNEL:

LINE# 1: JOANY HARMAN; JENNIFER TAYLOR; JEFF LEWIS

LINE# 2: JOANY HARMAN; JENNIFER TAYLOR; JEFF LEWIS

LINE# 3: JOANY HARMAN; JENNIFER TAYLOR; JEFF LEWIS; MICHELLE COYKENDALL

Sub Total Amount	1,100.00
Sales Tax Amount	0.00
Total PO Amount	1,100.00

BU	Acct	Fd	Org	Proj	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VA.ITSV	49000	00000	700P	500.00	2021
GENFD	4500	11	FL.VA.AVSV	61900	00000	041A	100.00	2021
GENFD	4500	11	FL.VA.ITSV	67800	00000	041A	500.00	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.

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	
0001026934	08/03/2020	1	
Requisition Name:			
IT/AV 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	ITSV 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1	LOT	500.00	500.00
2-1	ITSV 700P - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1	LOT	500.00	500.00
3-1	AVSV 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1	LOT	100.00	100.00

1,100.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 1,100.00

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

AUTHORIZED PERSONNEL:

LINE# 1: JOANY HARMAN; JENNIFER TAYLOR; JEFF LEWIS

LINE# 2: JOANY HARMAN; JENNIFER TAYLOR; JEFF LEWIS

LINE# 3: JOANY HARMAN; JENNIFER TAYLOR; JEFF LEWIS; MICHELLE COYKENDALL

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VA.ITSV	49000	00000	700P	500.00
GENFD	4500	11	FL.VA.AVSV	61900	00000	041A	100.00
GENFD	4500	11	FL.VA.ITSV	67800	00000	041A	500.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: LOTTERY
Project Grant: 700P
Program Director: JEFF LEWIS
Program Goal: SUPPLY

Approval Signature

Approval Signature

Approval Signature