

# Los Rios Community College District

PURCHASE ORDER NO B210378

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  
4720 NORTHGATE BLVD  
LOS RIOS ACCT# 89574855  
SACRAMENTO CA 95834

**Phone:** (916) 569-5122  
**Fax:** (916) 927-3409

**email:** John.Duncan@officedepot.com

Date	Revision	Page
08/11/2020		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1026937 TAYLORJ HANEYB	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	FL.CP.OFFC 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1.00 LOT	250.00	250.00	06/30/2021
2- 1	FL.CP.PRDO 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

Approved

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

AUTHORIZED PERSONNEL:  
LINES# 1 AND 2 : JOANY HARMAN, JENNIFER TAYLOR, LINDSEY CAMPBELL

Sub Total Amount	750.00
Sales Tax Amount	0.00
Total PO Amount	750.00

BU	Acct	Fd	Org	Proj	Sub	Amount	BYear
GENFD	4500	11	FL.CP.OFFC	60100	00000	250.00	2021
GENFD	4500	11	FL.CP.PRDO	60100	00000	500.00	2021

0001026937CHAVEZA10-AUG-2020

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

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001026937	08/03/2020	1	
Requisition Name:			
PRES OFFC - 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	OFFC 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1	LOT	250.00	250.00	
2-1	PRDO 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2020 - 06/30/2021	1	LOT	500.00	500.00	

750.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 750.00

Approved

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

AUTHORIZED PERSONNEL:  
LINE# 1: JOANY HARMAN; JENNIFER TAYLOR; LINDSEY CAMPBELL  
LINE# 2: JOANY HARMAN; JENNIFER TAYLOR; LINDSEY CAMPBELL

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	11	FL.CP.OFFC	60100	00000	041A	250.00
GENFD	4500	11	FL.CP.PRDO	60100	00000	041A	500.00

Approval Signature	Approval Signature	Approval Signature
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