

LIMITED PURCHASE ORDER
 (Not to Exceed \$1000.00)

VENDOR NAME AND ADDRESS: OFFICE DEPOT 4720 NORTHGATE BLVD SACRAMENTO, CA 95834	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call FOLSOME LAKE COLLEGE 10 COLLEGE PARKWAY FOLSOM, CA 95630
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	LOGITECH K350 WIRELESS KEYBOARD FULLSIZE BLACK (ITEM #160092)	1	EACH		49.50	49.50
2	MIND READER ADJUSTABLE HEIGHT FOOTREST, WITH MASSAGE ROLLERS 4-1/4"H X 14"W X 18"D BLACK (ITEM #170396)	1	EACH		29.99	29.99
3	Paid:					
4						
5	Check#: 94-805455					
6	Date: 09/17/20					
7	Amount: \$53.34					
8	Voucher#:					
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 79.49 SALES TAX 6.16 TOTAL (Not to Exceed \$1000.00) 85.65
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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.

SERA CHADWICK **8/21/2020** **GENFD / 4500 / 11 / FL.VA.EADA**

REQUESTED BY: TYPED/PRINT DATE Bus. Unit Account Fund Org Amount

67310 / 00000 / 2020 / 051C \$ 85.65

REQUESTED BY: SIGNATURE DATE Program Sub-Class BY Proj/Grnt Amount

MELISSA WILLIAMS **8/21/2020** _____ / _____ / _____ / _____

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE Bus. Unit Account Fund Org Amount



 _____ / _____ / _____ / _____ \$

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE Program Sub-Class BY Proj/Grnt Amount

Vendor: Blue Receiver: Goldenrod Accounting: Yellow Business Office: Green Dept/Requestor: Pink

Shopping Cart

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	Shipping	Qty.	Price
 <p> Logitech® K350 Wireless Keyboard, Full Size, Black, 920-001996 Item # 160092 Entered Item # 160092 Best Value </p> <p> Add Accident Coverage Learn More </p>	<p>Delivery</p> <p>In-store pickup not available. Estimated delivery 1-3 business days</p>	<input type="text" value="1"/> Save For Later Remove	<p>\$49.50</p> <p>\$49.50 each</p>
<p>Select Accident Coverage <input type="text"/></p>			
<p>Comments <input type="text"/> Save</p>			
 <p> Mind Reader Adjustable-Height Footrest, With Massage Rollers, 4-1/4"H x 14"W x 18"D, Black Item # 170396 Entered Item # 170396 </p>	<p><input checked="" type="radio"/> Delivery</p> <p>Estimated delivery 7-10 business days</p> <p><input type="radio"/> In-Store or Curbside Pickup</p> <p>Not Available at your</p>	<input type="text" value="1"/> Save For Later Remove	<p>\$29.99</p> <p>\$29.99 each</p>

Order Summary

Subtotal	\$79.49
Estimated Tax	\$6.16
Estimated Delivery	FREE
Total (2 Items)	\$85.65

[Checkout](#)

Need Stamps?



USPS® Four Flags FOREVER® Postage Stamps, Booklet Of 20

[Add To Cart](#)

[More stamp options](#)

Need Sanitizer?



PACKING LIST

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

Order Number 119433462-001

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	0
Bulk	0
<u>Total</u>	<u>1</u>

Additional Information

PO F4002
Route/Stop/Door: 0305/036/051
Order Date: 24-Aug-2020
Delivery Date: 25-Aug-2020

Parent Order Number 119433462

Item Details

Line	Quantity			Item Number Mfgr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	1	1	0	160092 920-001996	USB WIRELESS KEYBOARD K350 ✓	EACH	49.500	49.50	52637801

Please visit [Office Depot.com](http://OfficeDepot.com) for all order information including re-orders, invoice re-prints, parts replacement and quick/easy returns.

PLEASE NOTE: Your orders will arrive in separate shipments. Your orders can be tracked via the Office Depot website. 119442314-001 2020-09-03

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	49.50
Small Order Handling Fee	0.00
<u>Subtotal</u>	<u>49.50</u>
Sales Tax(7.75)	3.84
<u>Order Total</u>	<u>53.34</u>

Balance Due 0.00
Terms: Acct Bill

RCVD
8/25/20
AN



*** PACKING LIST ***

PT:

Order Number: 119442314001

ORDER SUMMARY

SHIPPING ADDRESS
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
DLV TUE/THUR 10 AM - 1 PM
FOLSOM, CA 956306798
US

Customer Information
Customer #: 89574855
Contact: JEN TAYLOR
Phone#: 9166086635

Additional Information
PO#:
REL:
COST:
DESK:
Order Date: 20200824
Delivery Date: 08/31/2020

STYLE NUMBER	UPC CODE	DESCRIPTION	QTY SHIPPED PIECES	NUMBER OF CARTONS
FTROLL-BLK-NS	887530008559	Foot Rest with Roller	1 ✓	1
			Total Quantity Shipped	Total Cartons
			1	1

Thank You For Your Order. If you have any questions about your order please call us toll free at (888) 263-3423

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RCVD
9/8/20
AN