

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 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	FLOORTEX POLYCARBONATE CHAIR MAT 48"x53" SIZE FOR LOW/MED PILE	1	EACH		99.99	99.99
2	CARPETS, COLOR: CLEAR (ITEM #909480)					
3						
4	Paid:					
5	Check#: 94-806186					
6	Date: 10/15/20					
7	Amount: \$107.74					
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 99.99 SALES TAX 8.37 TOTAL 108.36 (Not to Exceed \$1000.00)
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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: SERA CHADWICK DATE: 9/9/2020 REQUESTED BY: _____ DATE: _____ REQUESTED BY: MELISSA WILLIAMS DATE: 9/9/2020 APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE _____ DATE: _____ APPROVED: VICE PRESIDENT, ADMINISTRATION _____ DATE: _____	Received by _____ Date _____ GENFD / 4500 / 11 / FL.VA.EADA Bus. Unit Account Fund Org 67310 / 00000 / 2021 / 051C \$ 108.36 Program Sub-Class BY Proj/Grnt Amount Bus. Unit Account Fund Org _____ / _____ / _____ / _____ \$ _____ Program Sub-Class BY Proj/Grnt Amount
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Summary

PO #: F4007
Release:
DEPTNAM:
Last Updated: 09/11/2020
Updated By: UN08
Order Date: 09/08/2020
Delivery Date: 09/16/2020
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: JENNIFER TAYLOR
 1 (916) 608-6635
Payment Method:
 Account Billing

ORDER NUMBER
 123773123-001 - Parent Order

STATUS
 Delivered

TOTAL
\$107.74



\$99.99 / each

Floortex Ultimat Polycarbonate Chair Mat
 For Low-/Medium-Pile Carpets Up To 1/2",
 48" x 53"

Item #909480

QUANTITY	BACK ORDER	SHIPPED	TOTAL
1	0	1	\$99.99

COMMENTS:
 Sera Chadwick

Delivery only

Subtotal: \$134.99
 Delivery Fee: \$0.00
 Adjustments: \$35.00
 Taxes: \$7.75
Total: \$107.74