

LOS RIOS COMMUNITY COLLEGE DISTRICT  
1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F4011

Date 9/9/2020

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

|   |   |
|---|---|
| <b>VENDOR NAME AND ADDRESS:</b><br><br><b>OFFICE DEPOT</b><br><b>4720 NORTHGATE BLVD</b><br><b>SACRAMENTO, CA 95834</b> | <b>DELIVERY INSTRUCTIONS:</b> <input type="checkbox"/> Deliver to Address Below<br>(Check one) <input type="checkbox"/> Will Call<br><br><b>FOLSOM LAKE COLLEGE</b><br><b>10 COLLEGE PARKWAY</b><br><b>FOLSOM, CA 95630</b> |
|---|---|

| ITEM | DESCRIPTION<br>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES | ORDERED  |      |           | UNIT PRICE | TOTAL |
|------|--|----------|------|-----------|------------|-------|
|      |  | QUANTITY | UNIT | STOCK NO. |            |       |
| 1    | LOGITECH K350 WIRELESS KEYBOARD FULLSIZE - BLACK                     | 1        | EACH |           | 36.99      | 36.99 |
| 2    | (ITEM #160092)   |          |      |           |            |       |
| 3    |  |          |      |           |            |       |
| 4    | MIND READER ADJUSTABLE HEIGHT FOOTREST, WITH MASSAGE ROLLERS         | 1        | EACH |           | 22.85      | 22.85 |
| 5    | 4-1/4"H X 14"W X 18" D - BLACK (ITEM #170396)                        |          |      |           |            |       |
| 6    |  |          |      |           |            |       |
| 7    |  |          |      |           |            |       |
| 8    |  |          |      |           |            |       |
| 9    |  |          |      |           |            |       |
| 10   |  |          |      |           |            |       |

**Paid:**  
**Check#:** 94-806186  
**Date:** 10/15/20  
**Amount:** \$39.86  
**Voucher#:** F4011

**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                                 | 59.84        |
| SALES TAX                                 | 4.64         |
| <b>TOTAL</b><br>(Not to Exceed \$1000.00) | <b>64.48</b> |

**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** 9/9/2020  
 REQUESTED BY: TYPED/PRINT DATE

**MELISSA WILLIAMS** 9/9/2020  
 REQUESTED BY: SIGNATURE DATE

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    | \$ 64.48 |
| Program Sub-Class BY Proj/Grnt | Amount   |
| Bus. Unit Account Fund Org     |          |
| Program Sub-Class BY Proj/Grnt | Amount   |



# QUOTATION

DATE: 9/8/2020

Account number 89574855 Add Seq 76

Attention: **Melissa Williams**  
 Company: **Folsom Lake College**  
 Address: **10 College Parkway**  
 City: **Folsom, CA 95630**  
 Phone: **916.608.6588**  
 Fax:

**John Duncan**  
 Vertical Market Manager  
 4720 Northgate Blvd.  
 Sacramento CA 95834  
 916 **569-5167** + **866 438-4808** ext **167**  
 Fax: 916 **927-3409** + **866 438-4840**

*We are pleased to quote as follows: Keyboard and Footrest*

john.duncan@officedepot.com

| QTY | U/M | ITEM # | DESCRIPTION  | LIST PRICE | NET PRICE | TOTAL NET |
|-----|-----|--------|--|------------|-----------|-----------|
| 1   | EA  | 160092 | Logitech K350 Wireless Keyboard<br>Fullsize Black  | 49.99      | 36.99     | 36.99     |
| 1   | EA  | 170396 | Mind Reader Adjustable Height<br>Footrest, with Massage Rollers<br>4-1/4"H x 14"W x 18"D Black | 29.99      | 22.85     | 22.85     |
|     |     |        | Tagging for Jen Taylor   |            |           |           |
|     |     |        | Contact: Melissa Williams  |            |           |           |

NET 30 DAYS F.O.B. DESTINATION \$59.84

Delivery: Free delivery Including Tax \$64.48

Comments: **Special Order items are Non-Returnable** BY: John Duncan

*This quotation is valid for 30 days*



# PACKING LIST

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

Order Number 125104299-001

## 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: MELISSA WILLIAMS  
Phone#: 916-608-6588

### Carton Counts

|                     |          |
|---------------------|----------|
| Repack / Split Case | 1        |
| Full Case           | 0        |
| Bulk                | 0        |
| <b>Total</b>        | <b>1</b> |

### Additional Information

PO F4011  
Route/Stop/Door: 0305/022/051  
Order Date: 15-Sep-2020  
Delivery Date: 17-Sep-2020

Parent Order Number 125104299

## Item Details

| Line | Quantity |         |              | Item Number<br>Mfr Code<br>Customer Code | Description   | Units | Unit Price        | Total           | Carton ID |
|------|----------|---------|--------------|--|---|-------|-------------------|-----------------|-----------|
|      | Ordered  | Shipped | Back Ordered |  |   |       |                   |                 |           |
| 1    | 1        | 1       | 0            | 160092<br>920-001996                     | USB WIRELESS KEYBOARD K350<br>LOW PRICE GUARANTEE ✓ | EACH  | 49.500<br>12.510- | 49.50<br>12.51- | 84643401  |

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. 125104300-001 2020-09-25

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        | 36.99        |
| Delivery Charge *WAIVED* | 0.00         |
| <b>Subtotal</b>          | <b>36.99</b> |
| Sales Tax( 7.75)         | 2.87         |
| <b>Order Total</b>       | <b>39.86</b> |
| Balance Due              | 0.00         |
| Terms: Acct Bill         |              |

RCVD 9/17/20



\*\*\* PACKING LIST \*\*\*

PT:

Order Number: 125104300001

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: MELISSA WILLIAMS  
Phone#: 9166086588

Additional Information  
PO#:  
REL: :  
COST:  
DESK:  
Order Date: 20200916  
Delivery Date: 09/22/2020

| STYLE NUMBER  | UPC CODE     | DESCRIPTION             | QTY SHIPPED<br>PIECES         | NUMBER OF<br>CARTONS |
|---------------|--------------|-------------------------|-------------------------------|----------------------|
| FTROLL-BLK-NS | 887530008559 | Foot Rest with Roller ✓ | 1                             | 1                    |
|               |              |                         | <b>Total Quantity Shipped</b> | <b>Total Cartons</b> |
|               |              |                         | 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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875.

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RCVD 9/22/20