

**COMPLETED**

P.O. No. F4533

Date 4-28-2022

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

VENDOR NAME AND ADDRESS:  ELITE PARTY RENTALS 2540A GRENNAN CRT RANCHO CORDOVA, CA 95742	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call  FLC RECEIVING FOR API CELEBRATION
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	SAMSONITE FOLDING CHAIRS	250	EA		1.40	350.00
2	MAINTENANCE/INSURANCE FEE	350	EA		.05	17.50
3	10% CUSTOMER DISCOUNT	-.10	EA		-35.00	-35.00
4	GAS SURCHARGE FEE <b>PAID</b>	.06	EA		.06	3.60
5	SHIPPING FEE	1	EA		60.00	60.00
6	<b>CHECK #: 94826919</b>					
7	<b>DATE: 5-5-22</b>					
8	<b>AMOUNT: 396.10</b>					
9						
10	<b>VOUCHER#:</b>					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of:  SEAP  Program Name _____ For grants/special projects <u>570A</u> Program Director/Coord. Signature _____ Project/Grant Number  STUDENT EQUITY AND ACHIEVEMENT Program Goal/Objective Number/Explanation _____	SUB-TOTAL 396.10 SALES TAX 0.00 <b>TOTAL (Not to Exceed \$1000.00) \$ 396.10</b>
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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.  JENNIFER TAYLOR 4-28-22 REQUESTED BY: TYPED/PRINT DATE	Received by _____ Date _____  GENFD / 5601 / 12 / FL.VS.SEAP Bus. Unit Account Fund Org
JENNIFER TAYLOR 4-28-22 REQUESTED BY: SIGNATURE DATE	63299 / 00000 / 2022 / 570A \$ 396.10 Program Sub-Class BY Proj/Grnt Amount
APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE	Bus. Unit Account Fund Org  \$
APPROVED: VICE PRESIDENT, ADMINISTRATION DATE	Program Sub-Class BY Proj/Grnt Amount



**Elite Party Rentals**  
 2540A Grennan Ct.  
 Rancho Cordova, CA 95742  
 (916) 852-1225  
 elitepartyrentals@att.net  
 www.elitepartyrent.com

# Invoice

BILL TO
Folsom Lake College Jennifer 916-608-6635

SHIP TO
Folsom Lake College 10 College Parkway, Folsom, CA 95630 (Receiving Department)

INVOICE #	DATE	TOTAL DUE			ENCLOSED
21099	04/28/2022	\$396.10			

**SHIP DATE**  
05/06/2022

**EVENT DATE**  
05/07/22

**RETURN DATE**  
05/09/22

QTY	ITEMS	RATE	AMOUNT
250	Samsonite Folding Chairs	1.40	350.00
			Subtotal: 350.00
350	Maintenance/Insurance Fee	0.05	17.50
350	10% Customer Discount	-0.10	-35.00
60	Gas Surcharge Fee	0.06	3.60

Sending Check

SUBTOTAL	336.10
SHIPPING	60.00
TOTAL	396.10
BALANCE DUE	<b>\$396.10</b>

A fifty percent (50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Chairs and tables are susceptible to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used. Cancellations are to be made 10 days prior.