

LIMITED PURCHASE ORDER
 (Not to Exceed \$1000.00)

VENDOR NAME AND ADDRESS:	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

PAID

CHECK #: 0094823865

DATE: 1/31/22

AMOUNT \$: 223,92,58.44

Purchases Charged to Categorical Programs, Grants or Special Projects
 This purchased is in compliance with the requirements of:

VOUCHER #: F4089

Program Name Nooshin Padash & Libby Cook	Project/Grant Number 428A and 408B
Program Director/Coord. Signature _____	For grants/special projects _____
Program Goal/Objective Number/Explanation _____	

SUB-TOTAL	
SALES TAX	
TOTAL (Not to Exceed \$1000.00)	

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.

Received by	Date

REQUESTED BY:	TYPED/PRINT	DATE
	<i>Sharisse Estomo</i>	

Bus. Unit	Account	Fund	Org	
				\$

REQUESTED BY:	SIGNATURE	DATE
	<i>Molly Senecal</i>	1/26/2022

Program	Sub-Class	BY	Proj/Grnt	
				Amount

APPROVED:	DEAN OR OTHER AUTHORIZED SIGNATURE	DATE

Bus. Unit	Account	Fund	Org	
				\$

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

INSTRUCTIONS FOR COMPLETING A LIMITED PURCHASE ORDER

For purchases under \$1000.00 (including sales tax and shipping charges), a limited purchase order may be used in place of the traditional requisition/purchase order process. The limited purchase order (LPO) requires the same college approvals as do requisitions, but once the document is approved you can place your order or pick up merchandise immediately. Once the order is complete, the copies are distributed according to the notation on the bottom of the form. The following steps will assist you in filling out the limited purchase order.

1. **Date** Enter date order form is filled out.
2. **Vendor Name and Address** Enter vendor's complete name and address, including zip code.
3. **Deliver To** Enter campus or site name and address and indicate whether order is to be delivered or picked up.
4. **Description** Enter complete description of goods and services requested include size, color, number per carton, etc. Indicate shipping charges and discounts here.
5. **Quantity** Enter desired number of items, sets, cartons, etc.
6. **Unit** Enter unit of measure (each, dozen, gram, etc.)
7. **Stock Number** Enter vendor's stock number.
8. **Unit Price** Enter unit cost.
9. **Total** Enter extended price (quantity x unit cost).
10. **Sub-Total** Enter sub-total (after any applicable discounts)
11. **Sales Tax** Enter current sales tax amount
12. **Total** Enter total amount of purchase, including sales tax and shipping costs, not to exceed \$1000.00
13. **Categorical Program, Grants or Special Projects** Enter program name. Program Director or Coordinator to sign. Enter program/grant number and goal/objective purchase meets.
14. **Received by** When item is received, sign and date goldenrod copy (Receiver) and forward to district office accounting department.
15. **Requested by** Name of person initiating order.
16. **Bus. Unit (Business Unit) Account, Fund, Org, Program, Sub-Class, BY (Budget Year), Proj/Grnt** These items constitute the chart field combination (budget number) to be charged for the purchase. The Account may not be in the 6000 category.
17. **Authorized Signature** Must be signed by the requisitioner, the area dean or unit supervisor.
18. **Vice President, Admin. Director/ViceChancellor/Chancellor** Vice president of administration or director /vice chancellor or chancellor must approve order before items can be purchased.

Purchases made in the name of the district without an **Authorized Purchase Order shall be considered the obligation of the person making the purchase and not the obligation of the district.*



Final Details for Order #111-3026082-5685802

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Order Placed: November 8, 2021
Amazon.com order number: 111-3026082-5685802
Order Total: \$39.86

****Ergonomic keyboard ordered in consultation with FLC ADA Officer for DSPS Adjunct Counselor.**

Shipped on November 12, 2021

Items Ordered

1 of: *Logitech K350 Wireless Wave Ergonomic Keyboard with Unifying Wireless Technology - Black*
Sold by: Amazon.com Services LLC

Price
\$36.99

Condition: New

Shipping Address:

Sharisse Estomo (DSPS)
10 COLLEGE PKWY
FOLSOM, CA 95630-6798
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa | Last digits: 1196

Item(s) Subtotal: \$36.99
Shipping & Handling: \$0.00

Billing address

Sharisse Estomo
1914 EMERSON AVE UNIT A
SANTA BARBARA, CA 93103-1915
United States

Total before tax: \$36.99
Estimated tax to be collected: \$2.87

Grand Total: \$39.86

Credit Card transactions

Visa ending in 1196: November 12, 2021: \$39.86

To view the status of your order, return to [Order Summary](#).

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Final Details for Order #113-7211970-9976202

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**** Mailer bags for Spring 2022 EOPS Supply Pack Distribution to students.**

Order Placed: December 15, 2021
Amazon.com order number: 113-7211970-9976202
Order Total: \$58.14

Shipped on December 15, 2021

Items Ordered

3 of: *UCGOU Poly Mailers with Handle 14.5x19 Inch Teal Pack of 100 Premium Shipping Bags Easy to Carry Envelopes Mailing for Clothing with Self Seal Adhesive Waterproof and Tear Proof Postal Packages* **Price** \$17.99
Sold by: UCGOU Direct ([seller profile](#))

Condition: New

Shipping Address:

Sharisse Estomo (EOPS)
10 COLLEGE PKWY
FOLSOM, CA 95630-6798
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa | Last digits: 1196

Item(s) Subtotal: \$53.97
Shipping & Handling: \$0.00

Billing address

Sharisse estomo
9417 SARA ST
ELK GROVE, CA 95624-1928
United States

Total before tax: \$53.97
Estimated tax to be collected: \$4.17

Grand Total: \$58.14

Credit Card transactions

Visa ending in 1196: December 15, 2021: \$58.14

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Final Details for Order #113-1680777-2177057

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Order Placed: January 5, 2022
Amazon.com order number: 113-1680777-2177057
Order Total: \$119.44

****Required equipment (supplies) for contracted ASL interpreters providing service to eligible student completing clinical hours in medical facilities. Mirror allows student to be able to see behind her in the lab setting.**

Shipped on January 5, 2022

Items Ordered

10 of: *PETLESO Safety Glasses, Anti Fog Safety Goggles Eye Protection Clear Glasses for Work Lab, Black* **Price** \$9.99
Sold by: PETLESO ([seller profile](#))

Condition: New

1 of: *Makeup Mirror with Natural Wood Stand Portable Table Desk Countertop Mirror Bathroom Shaving Make Up Mirror (Natural Horizontal)* **Price** \$10.99
Sold by: Detailed Jewelry ([seller profile](#))

Condition: New

Shipping Address:

Sharisse Estomo (DSPS)
10 COLLEGE PKWY
FOLSOM, CA 95630-6798
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa | Last digits: 1196

Item(s) Subtotal: \$110.89
Shipping & Handling: \$0.00

Billing address

Sharisse estomo
9417 SARA ST
ELK GROVE, CA 95624-1928
United States

Total before tax: \$110.89
Estimated tax to be collected: \$8.55

Grand Total: \$119.44

Credit Card transactions

Visa ending in 1196: January 5, 2022: \$119.44

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Final Details for Order #113-0940903-2900218

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Order Placed: January 14, 2022
Amazon.com order number: 113-0940903-2900218
Order Total: \$32.31

***Contracted ASL interpreter, R. Quigley, was required to have disposable clear face mask for first clinical setting. Mailed directly to interpreter due to urgency.**

Shipped on January 15, 2022

Items Ordered

1 of: *30Pcs Disposable Clear Face_Mask- White _Mask for Adults Face to Prevent Fogging_Mask with Clear Window for Adults The Deaf and Hard of Hearing*
Sold by: QURBERRY ([seller profile](#))

Price
\$29.99

Condition: New

Shipping Address:

Rebecca Quigley (FLC DSPS)
5404 SAWTOOTH CT
SACRAMENTO, CA 95842-1932
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa | Last digits: 1196

Item(s) Subtotal: \$29.99
Shipping & Handling: \$0.00

Billing address

Sharisse estomo
9417 SARA ST
ELK GROVE, CA 95624-1928
United States

Total before tax: \$29.99
Estimated tax to be collected: \$2.32

Grand Total:\$32.31

Credit Card transactions

Visa ending in 1196: January 15, 2022: \$32.31

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Final Details for Order #113-3884859-0014631

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***Contracted ASL interpreter, S. Cain, was required to have disposable clear face mask for first clinical setting. Mailed directly to interpreter due to urgency.**

Order Placed: January 14, 2022
Amazon.com order number: 113-3884859-0014631
Order Total: \$32.61

Shipped on January 15, 2022

Items Ordered

1 of: *30Pcs Disposable Clear Face_Mask- White _Mask for Adults Face to Prevent Fogging_Mask with Clear Window for Adults The Deaf and Hard of Hearing*
Sold by: QURBERRY ([seller profile](#))

Price
\$29.99

Condition: New

Shipping Address:

Shawn Cain (FLC DSPS)
2924 GREAT EGRET WAY
SACRAMENTO, CA 95834-1095
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa | Last digits: 1196

Item(s) Subtotal: \$29.99
Shipping & Handling: \$0.00

Billing address

Sharisse estomo
9417 SARA ST
ELK GROVE, CA 95624-1928
United States

Total before tax: \$29.99
Estimated tax to be collected: \$2.62

Grand Total:\$32.61

Credit Card transactions

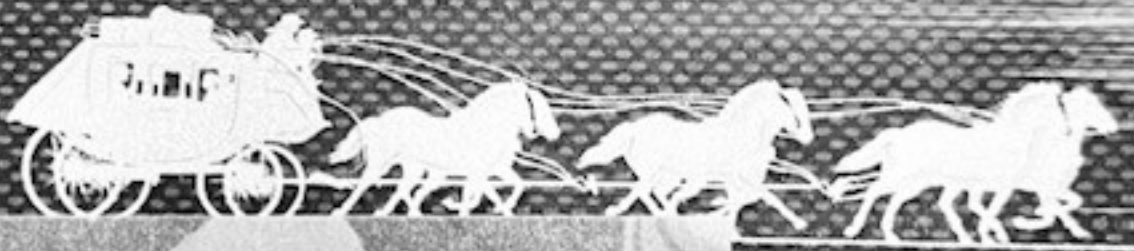
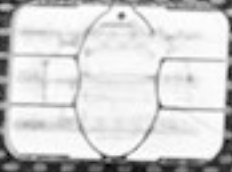
Visa ending in 1196: January 15, 2022: \$32.61

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REWARDS

WELLS
FARGO



1196

CUSTOMER
SINCE

2012

GOOD
THRU

03/22

SHARISSE A ESTONO

VISA

Signature

1-925-825-7600 International collect calls | Llamadas internacionales por cobrar

SHARISSE A ESTONO

775

Visa Signature Concierge
1-800-953-7392

Customer service
Servicio en español

SHARISSE A ESTONO