

# Los Rios Community College District

PURCHASE ORDER NO 0001119541

Purchasing: (916)568-3071  
LRCCDpurchase@losrios.edu

**COMPLETED**

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000044347  
FOLLETT HIGHER EDUCATION GROUP INC  
FOLSOM LAKE COLLEGE STORE 2216  
10 COLLEGE PARKWAY-FALCONS ROOST  
FOLSOM CA 95630

**Phone:** (708) 305-3521

**email:** r.glasgow@follett.com

Date	Revision	Page
01/26/2022		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1034158 ESTOMOS ROUILLERS	04ASPH108 EOPS	

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798  
United States

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
1919 Spanos Court  
Sacramento CA 95825-3981  
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1 REC-2475	3 SUBJECT "FLC" NOTEBOOK	150.00 EA	4.99	748.50	02/09/2022
2- 1 REC	2 PACK GEL G2 BLACK PENS	150.00 EA	4.29	643.50	02/09/2022
3- 1 REC	ASSORTED 2" BINDER (PROMO)	120.00 EA	3.50	420.00	02/09/2022
4- 1 REC	WHITE 2" BINDER	30.00 EA	6.29	188.70	02/09/2022
5- 1 DISC	DEPARTMENT DISCOUNT (20.00%)	1.00 EA	-400.80	-400.80	02/09/2022

PER QUOTE DATED 12-29-21

FLC RECEIVING HOURS: M-F, 7:30AM - 4PM

**PAID**

**CHECK #: 0094828232**

**DATE: 6/9/22**

**AMOUNT\$: 806.51;693.37;452.55;203.32**

**VOUCHER#: 00626877**

Sub Total Amount	1,599.90
Sales Tax Amount	123.99
Total PO Amount	1,723.89

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4500	12	FL.VS.EOPS	64300	00000	408B	1,723.89	2022

0001034158CHAVEZA25-JAN-2022

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# Los Rios Community College District

PURCHASE ORDER NO 0001119541

Purchasing: (916)568-3071  
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

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FOLLETT HIGHER EDUCATION GROUP INC  
FOLSOM LAKE COLLEGE STORE 2216  
10 COLLEGE PARKWAY-FALCONS ROOST  
FOLSOM CA 95630

**Phone:** (708) 305-3521

**email:** r.glasgow@follett.com

<b>Date</b>	<b>Revision</b>	<b>Page</b>
01/26/2022		2
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Method
<b>Reference:</b>	<b>Location / Dept</b>	
1034158 ESTOMOS ROUILLERS	04ASPH108 EOPS	

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798  
United States

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
1919 Spanos Court  
Sacramento CA 95825-3981  
United States

**Tax Exempt?** N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
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Verification of this purchase order can be made using the Los Rios Community College District web site listed below.  
If you have any questions, please contact the Purchasing Office at email address: LRCCDpurchase@losrios.com.

<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**  
**AUTHORIZED SIGNATURE ON**  
**PO TOTAL PAGE**

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# Requisition

**Supplier:** FOLLETT HIGHER EDUCATION GROUP INC 0000044347  
FOLSOM LAKE COLLEGE STORE 2216  
10 COLLEGE PARKWAY-FALCONS ROOST  
FOLSOM CA 95630  
United States

**Phone:** (708) 305-3521  
**email:** r.glasgow@follett.com

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001034158	Date: 01/06/2022
Page 1	
Requisition Name: FOLLETT HIGHER ED INC EOPS	
Requester: Sharisse Estomo	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: ESTOMOS 06-JAN-2022	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	2 SUBJECT "FLC" NOTEBOOK W/ 20% DISCOUNT	150	EA	3.99	598.80	
2-1	2 PACK GEL G2 BLACK PENS W/ 20% DISCOUNT	150	EA	3.43	514.80	
3-1	ASSORTED 2" BINDER (PROMO) W/ 20% DISCOUNT	120	EA	2.80	336.00	
4-1	WHITE 2" BINDER W/ 20% DISCOUNT	30	EA	5.03	150.96	

1,600.56 Sub-total  
124.05 Est. tax

Total Requisition Amount: 1,724.61

EMAIL QUOTE ATTACHED

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	12	FL.VS.EOPS	64300	00000	408B	1,600.56

## Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: EXTENDED OPPORTUNITY PROGRAMS & SERVICES  
Project Grant: 408B  
Program Director: LIBBY COOK  
Program Goal: OPERATIONS OF THE EOPS PROGRAM

Approval Signature

Approval Signature

Approval Signature

## Re: EOPS school supply order

Rachel Glasgow (2216) <r.glasgow@follett.com>

Wed 12/29/2021 1:56 PM

To: Estomo, Sharisse <EstomoS@flc.losrios.edu>

**CAUTION:** This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe. **To mark the message as SPAM, right click the message, select "Junk" , and then select "Block Sender".**

Hi Sharisse,

I hope you had a happy holiday!

I have contacted Jostens about ordering the additional cords, and will hopefully hear back next week when they are back in-office. I will let you know as soon as we have an updated ETA.

Additionally, the 300 pens(150 2 packs) and 30 more binders have been ordered. I will let you know as we receive updates on these items, as well. We can get together the items that we already have ready to be picked up/dropped off next week, if you would like.

Below is your quote for the supply order:

3 Subject "FLC" Notebook x 150 @ \$4.99 = \$748.50  
2 Pack Gel G2 Black Pens x 150 @ \$4.29 = \$643.50  
Assorted 2" Binder (PROMO) x 120 @ \$3.50 = \$420.00  
White 2" Binder x 30 @ \$6.29 = \$188.70

Subtotal = \$2,000.70  
Department Discount (20.00%) = -\$400.80  
Sales Tax = \$123.99  
**Total = \$1,723.89**

Thank you!

### Rachel Glasgow

Store Manager



Tel: 916.608.6565

Follett Higher Education Group

Folsom Lake College Bookstore

Folsom Lake College

10 College Parkway, Folsom, CA, 95630

r.glasgow@follett.com | 2216mgr@follett.com | glasgor@losrios.edu

[www.follett.com](http://www.follett.com) | [www.losriosstore.com](http://www.losriosstore.com) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

*Improving the world by inspiring learning and shaping education*

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**From:** Estomo, Sharisse <EstomoS@flc.losrios.edu>

**Sent:** Friday, December 17, 2021 1:33 PM

**To:** Rachel Glasgow (2216) <r.glasgow@follett.com>

# Invoice

## #1098551

Major Account No:	221600234	Transaction Start Date:	January 01, 2022
Major Account Name:	FLC LRCCD PO 0001034158	Transaction End Date:	January 31, 2022
Invoice Date:	02/02/2022	Last Payment Date:	
Invoice Due Date:	03/04/2022	Last Payment Amount:	
Invoice Amount Due:	\$1723.89		

<b>Bill To:</b> 10 College Parkway, Falcon's Roost 10 College Parkway, Falcon's Roost 10 College Parkway Folsom, CA 95630 Attn:Accounts Payable <b>To avoid late fees and delays in crediting payment to your account, please include Store #, Major Account # and Invoice # on your remittance.</b>	<b>Remit Payment Via Check, ACH, or Wire</b> <b>Lockbox</b> Follett Higher Education Group, Inc American River College Store Store No. 2213 MA 221600234 3146 SOLUTIONS CENTER CHICAGO, IL 60677-3001 <b>ACH/Wire</b> Please contact Store Manager for bank information Federal Tax ID:36-2593135
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<b>Student Name</b>	<b>District Purchase, LRCCD</b>
<b>Customer #</b>	<b>2213134862</b>

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
01/21/2022	2695		4	SUPPLIES	12	\$3.99	\$47.88	\$1.00	\$3.60	\$51.48
			4	SUPPLIES	84	\$2.80	\$235.20	\$0.70	\$18.48	\$253.68
			4	SUPPLIES	36	\$2.80	\$100.80	\$0.70	\$7.56	\$108.36
			4	SUPPLIES	138	\$3.99	\$550.62	\$1.00	\$42.78	\$593.40
			728841	GEL PEN G2 2PK BLK	88	\$3.43	\$301.84	\$0.86	\$23.76	\$325.60
			728841	GEL PEN G2 2PK BLK	62	\$3.43	\$212.66	\$0.86	\$16.12	\$228.78
			955716	BINDER 2 WHITE	1	\$5.03	\$5.03	\$1.26	\$0.38	\$5.41
			955716	BINDER 2 WHITE	29	\$5.03	\$145.87	\$1.26	\$11.31	\$157.18
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Charged on A/R Account:										\$1723.89
Paid Amount:										\$0.00
Remaining Charged on A/R Account:										\$1,723.89
REC# 0001102475										
POS Receipt Total:										\$1723.89

REC# 0001102475

<b>Customer Total:</b>	\$1723.89
<b>Major Account Total:</b>	\$1723.89

Statement Inquiries, please call: (916)525-8400  
PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

\* FOLLETT

PO#000 1119541

REV#000 1102475

5/31/22  
Baker

L#1-4 AS PER PS HAVE BEEN REC. 6/1/22mkn

\* L#1, L#2, L#3, L#4, Rcvd. ✓

- No Packing List