

# Los Rios Community College District

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

**PURCHASE ORDER NO 0001119577**

| Date                      | Revision        | Page        |
|---------------------------|-----------------|-------------|
| 01/28/2022                |                 | 1           |
| Payment Terms             | Freight Terms   | Ship Via    |
| NET 30                    | Shipping Point  | Best Method |
| Reference:                | Location / Dept |             |
| 1034324 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 <b>REC</b>                 | PTK HONOR CORD   | 102.00 EA    | 12.00    | 1,224.00     | 02/11/2022 |
| 20% DEPARTMENT DISCOUNT APPLIED |                  |              |          |              |            |

PER QUOTE DATED 01-10-22

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

**PAID**

**CHECK #:** 0094828232

**DATE:** 6/9/22

**AMOUNT\$:** 243.99;1035.30;39.57

**VOUCHER#:** 00626875

|                         |          |
|-------------------------|----------|
| <b>Sub Total Amount</b> | 1,224.00 |
| <b>Sales Tax Amount</b> | 94.86    |
| <b>Total PO Amount</b>  | 1,318.86 |

| BU    | Acct | Fd | Org        | Prog  | Sub   | Proj | Amount   | BYear |
|-------|------|----|------------|-------|-------|------|----------|-------|
| GENFD | 7334 | 12 | FL.VS.CARE | 73200 | 00000 | 412A | 39.57    | 2022  |
| GENFD | 7334 | 12 | FL.VS.EOPS | 73200 | 00000 | 408B | 1,035.30 | 2022  |
| GENFD | 7334 | 12 | FL.VS.EOPS | 73200 | 00000 | 408E | 243.99   | 2022  |

0001034324CHAVEZA27-JAN-2022

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**

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.

# 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     |            | <b>OPEN</b> |
| Req ID:                         | Date       | Page        |
| 0001034324                      | 01/21/2022 | 1           |
| Requisition Name:               |            |             |
| FOLLETT HIGHER ED. EOPS CARE    |            |             |
| Requester                       |            |             |
| Sharisse Estomo                 |            |             |
| Requester Signature             |            |             |
| Buyer: Brenda Haney             |            |             |
| Approved:                       |            |             |
| Entered By: ESTOMOS 21-JAN-2022 |            |             |

| Line-Schd | Description    | Quantity | UOM | Price | Extended Amt Due Date |
|-----------|----------------|----------|-----|-------|-----------------------|
| 1-1       | PTK HONOR CORD | 102      | EA  | 12.00 | 1,224.00              |

1,224.00 Sub-total  
94.87 Est. tax

Total Requisition Amount: 1,318.87

email quote attached

| BU    | Acct | Fd | Org        | Prog  | Sub   | Proj | Amount |
|-------|------|----|------------|-------|-------|------|--------|
| GENFD | 7334 | 12 | FL.VS.CARE | 73200 | 00000 | 412A | 36.72  |
| GENFD | 7334 | 12 | FL.VS.EOPS | 73200 | 00000 | 408B | 960.84 |
| GENFD | 7334 | 12 | FL.VS.EOPS | 73200 | 00000 | 408E | 226.44 |

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

Program Name: EOPS & CARE  
Project Grant: 408B, 408E, 412A  
Program Director: LIBBY COOK  
Program Goal: DIRECT RESOURCES TO ELIGIBLE STUDENTS

Approval Signature

Approval Signature

Approval Signature

**Re: EOPS school supply order**

Rachel Glasgow (2216) &lt;r.glasgow@follett.com&gt;

Mon 1/10/2022 4:43 PM

To: Estomo, Sharisse &lt;EstomoS@flc.losrios.edu&gt;

**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,

Jostens informed us that we need to order through the PTK Honors Society directly for the cords, so I reached out to them last week, and I received an order confirmation today for the 75 cords. I will paste your quote below for the 102 cords:

PTK Honor Cord = \$15.00 per unit [Bookstore Retail]  
20% Department discount = \$12.00 per unit  
\$12.00 x 102 units = \$1,224.00  
Tax = \$94.86  
**Total = \$1,318.86**

I will let you know once these arrive. Please let me know once either of these requisitions become available for me to charge against.

Also, our Jostens orders have been placed ahead of time this year, in hopes that our orders will arrive before commencement. But, if you guys will be needing to order regalia, please let me know as soon as possible and I will add your order to my original order. 😊

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:** Thursday, January 6, 2022 1:37 PM**To:** Rachel Glasgow (2216) <r.glasgow@follett.com>**Subject:** Re: EOPS school supply order

Thank you! 😊

--Sharisse

\* FOLLET HIGHER EDUCATION

PO# 0001119577

Rcvr# 000 110 0655

L#1 HAS BEEN REC PER PS. 3/15/22mkn

3/20/22

Baha

\* Ln# 1, Rcvd. ✓

- No Packing List