

Los Rios Community College District

PURCHASE ORDER NO 0001118418

Purchasing: (916)568-3071 * FAX (916) 568-3145
LRCCDpurchase@losrios.edu

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

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000004027
OFFICE DEPOT INC
4720 NORTHGATE BLVD
LOS RIOS ACCT# 89574855
SACRAMENTO CA 95834

Phone: (916) 569-5122
Fax: (916) 927-3409

email: John.Duncan@officedepot.com

Date	Revision	Page
10/29/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1033034 WILLIAMSM HANEYB	FLC	

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	TRADEMARK MGRS HIGH BACK CHAIR 245S SEAT, 25F RFOAM, 25A ARMS ADJ., 70P THICK ARM PAD, 140MM CYLINDER, 0013BASE STANDARD BASE (ITEM# 25314B-245S-25F 25A-70-140MM 0013BASE 001 BLK CE-39 ONYX)	1.00 EA	544.00	544.00	11/12/2021
TAGGING FOR BABA					
2- 1	TRADEMARK EXEC HIGH BACK CHAIR 486S SEAT, 89F FOAM W/POMMEL 25A ADJ. ARMS, 70P THICK ARM PAD 140MM CYLINDER, 27B HEAVY DUTY BASE, 911C CASTERS (ITEM# 25914D-486S-89F 25A-70P-140MM 911C-27B 001 BLK CE-39 ONYX AIRKNIT)	1.00 EA	746.00	746.00	11/12/2021
TAGGING FOR TRAVIS					
3- 1	TRADEMARK EXEC HIGH BACK CHAIR 490S SEAT, 89F FOAM W/POMMEL 25A ADJ. ARMS, 70P THICK ARM PAD 100MM CYLINDER, 27B HEAVY DUTY BASE, 911C CASTERS (ITEM# 2591D-490S-89F 25A-70P-100MM 911C-27B 001 BLK CE-39 ONYX AIRKNIT)	1.00 EA	746.00	746.00	11/12/2021
TAGGING FOR CHRIS					

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

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 0001118418

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LRCCDpurchase@losrios.edu

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Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000004027
OFFICE DEPOT INC
4720 NORTHGATE BLVD
LOS RIOS ACCT# 89574855
SACRAMENTO CA 95834

Phone: (916) 569-5122
Fax: (916) 927-3409

email: John.Duncan@officedepot.com

Date 10/29/2021	Revision	Page 2
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Method
Reference: 1033034 WILLIAMSM HANEYB	Location / Dept FLC	

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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PER QUOTE DATED 10-14-21

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

Sub Total Amount	2,036.00
Sales Tax Amount	157.80
Total PO Amount	2,193.80

<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	11	FL.VA.OPER	67990	00000	051C	2,193.80	2022

0001033034CHAVEZA28-OCT-2021

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 (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

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

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Requisition

Supplier: OFFICE DEPOT INC 0000004027
 4720 NORTHGATE BLVD
 LOS RIOS ACCT# 89574855
 SACRAMENTO CA 95834
 United States
Phone: (916) 569-5122 **Fax:** (916) 927-3409
email: John.Duncan@officedepot.com

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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001033034	10/21/2021	1	
Requisition Name:			
OFFICE DEPOT			
Requester			
Melissa Williams			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: CHADWICS 21-OCT-2021			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	TRADEMARK MGRS HIGH BACK CHAIR 245S SEAT, 25F RFOAM, 25A ARMS ADJ., 70P THICK ARM PAD, 140MM CYLINDER, 0013BASE STANDARD BASE TAGGING FOR BABA (ITEM# 25314B-245S-25F 25A-70-140MM 0013BASE 001 BLK CE-39 ONYX)	1	EA	544.00	544.00	10/21/2021
2-1	TRADEMARK EXEC HIGH BACK CHAIR 486S SEAT, 89F FOAM W/POMMEL 25A ADJ. ARMS, 70P THICK ARM PAD 140MM CYLINDER, 27B HEAVY DUTY BASE, 911C CASTERS - TAGGING FOR TRAVIS (ITEM# 25914D-486S-89F 25A-70P-140MM 911C-27B 001 BLK CE-39 ONYX AIRKNIT)	1	EA	746.00	746.00	10/21/2021
3-1	TRADEMARK EXEC HIGH BACK CHAIR 490S SEAT, 89F FOAM W/POMMEL 25A ADJ. ARMS, 70P THICK ARM PAD 100MM CYLINDER, 27B HEAVY DUTY BASE, 911C CASTERS. TAGGING FOR CHRIS - (ITEM# 2591D-490S-89F 25A-70P-100MM 911C-27B 001 BLK CE-39 ONYX AIRKNIT)	1	EA	746.00	746.00	10/21/2021

2,036.00 Sub-total
 157.80 Est. tax

Total Requisition Amount: 2,193.80

QUOTE DTD 10/14/21 BY JOHN DUNCAN

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	4500	11	FL.VA.OPER	67990	00000	051C	2,036.00

Approval Signature	Approval Signature	Approval Signature
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QUOTATION

DATE: 10/14/2021

Account # 89574855 Add Seq 76

Attention: **Melissa Williams -Maintenance & Receiving**
Company: **Folsom Lack College Admin (Baba Chris Travis)**
Address: **10 College Parkway**
City: **Folsom, CA 956306798**
Phone: **916.608.6588**
Fax: **916**

John Duncan
Veritcal 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: 3 Trademark Chairs

john.duncan@officedepot.com

QTY	U/M	ITEM #	DESCRIPTION	LIST PRICE	NET PRICE	TOTAL NET
1	ea	25314D-245S-25F	Trademark Mgrs High Back Chair	1,102.00	544.00	544.00
		25A-70P-140mm	245S Seat, 25F Rfoam, 25A arms			
		0013BASE	adj., 70P Thick arm pad, 140mm			
		001 Blk CE-39	cylinder,0013base standard base			
		Onyx	Tagging for Baba			
1	ea	25914D-486S-89F	Trademark Exec High Back Chair	1,511.00	746.00	746.00
		25A-70P-140mm	486S Seat, 89F foam w/pommel			
		911C-27B	25A adj. arms, 70P thick arm pad			
		001 Blk CE-39	140mm cylinder, 27B heavy duty			
		Onyx	base, 911C Casters.			
		airknit	Tagging for Travis			
1	ea	25914D-490S-89F	Trademark Exec High Back Chair	1,511.00	746.00	746.00
		25A-70P-100mm	490S Seat, 89F foam w/pommel			
		911C-27B	25A adj. arms, 70P thick arm pad			
		001 Blk CE-39	100mm cylinder, 27B heavy duty			
		Onyx	base, 911C Casters.			
		airknit	Tagging for Chris			
			Fabric Placement for fabric finish			
			on parts of chairs with airknit			
			Teknit 001 Black and Canter			
			CE-39-Onyx.			
1	ea	delivery	free assembly and delivery			

NET 30 DAYS F.O.B. DESTINATION \$2,036.00

Delivery: Free delivery assembly on site Including Tax \$2,193.79

Comments: **Special Order items are Non-Returnable**

BY: John Duncan

Quote good for 30 days