

Los Rios Community College District

PURCHASE ORDER NO B220362

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

Date 07/20/2021	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Method
Reference: 1031359 SENEALM ROUILLERS	Location / Dept 04ADMN	

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

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
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	SEAP 570A - COUNSELING - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2021 - 06/17/2022	1.00 LOT	300.00	300.00	05/31/2022
2- 1	WORK 592A - CFE CALWORKS - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2021 - 06/17/2022	1.00 LOT	500.00	500.00	05/31/2022
3- 1	DSPS 428A - CFE DSPS - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2021 - 06/17/2022	1.00 LOT	500.00	500.00	05/31/2022
4- 1	EOPS 408B - CFE EOPS - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2021 - 06/17/2022	1.00 LOT	1,000.00	1,000.00	05/31/2022
5- 1	DIVU 041A - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2021 - 06/17/2022	1.00 LOT	200.00	200.00	05/31/2022
6- 1	SEAP 570A - SOAR TO SUCCESS - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2021 - 06/17/2022	1.00 LOT	200.00	200.00	05/31/2022
7- 1	HLTH 051C - HEALTH & WELLNESS SVS - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2021 - 06/17/2022	1.00 LOT	100.00	100.00	05/31/2022
8- 1	SEAP 570A - ORIENTATION - BLANKET PURCHASE ORDER FOR GENERAL OFFICE SUPPLIES FROM: 07/01/2021 - 06/17/2022	1.00 LOT	500.00	500.00	05/31/2022

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
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.

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Tax Exempt? N

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VALID FROM 07-01-2021 TO 06-17-2022

AUTHORIZED PERSONNEL:

- LINE# 1: ALINA KRAVCHUK; OLGA MOSKALYUK; JOANY HARMAN; JENNIFER TAYLOR
- LINE# 2: ALINA KRAVCHUK; OLGA MOSKALYUK; JOANY HARMAN; JENNIFER TAYLOR
- LINE# 3: ALINA KRAVCHUK; OLGA MOSKALYUK; JOANY HARMAN; JENNIFER TAYLOR
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- LINE# 8: ALINA KRAVCHUK; OLGA MOSKALYUK; JOANY HARMAN; JENNIFER TAYLOR

FY20-21 PO B210379

Sub Total Amount	3,300.00
Sales Tax Amount	0.00
Total PO Amount	3,300.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VS.DIVU	60100	00000	041A	200.00	2022
GENFD	4500	11	FL.VS.HLTH	64400	00000	051C	100.00	2022
GENFD	4500	12	FL.VS.DSPS	64200	00000	428A	500.00	2022
GENFD	4500	12	FL.VS.EOPS	64300	00000	408B	1,000.00	2022
GENFD	4500	12	FL.VS.SEAP	63100	00000	570A	300.00	2022
GENFD	4500	12	FL.VS.SEAP	63210	00000	570A	500.00	2022
GENFD	4500	12	FL.VS.SEAP	63900	00000	570A	200.00	2022
GENFD	4500	12	FL.VS.WORK	64900	00000	592A	500.00	2022

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Authorized Signature



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Requisition

Supplier: OFFICE DEPOT INC
6450 FOLSOM BLVD
SACRAMENTO CA 95819
United States

0000004027

email:

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001031359	07/09/2021	1	
Requisition Name: OFFICE DEPOT BPO - STUDENT SUC			
Requester Molly Senecal			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: KRAVCHUA 09-JUL-2021			

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3,300.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 3,300.00

VALID FROM 07-01-2021 TO 06-17-2022

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Approval Signature	Approval Signature	Approval Signature
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Requisition

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6450 FOLSOM BLVD
SACRAMENTO CA 95819
United States

0000004027

email:

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001031359	07/09/2021	2	
Requisition Name:			
OFFICE DEPOT BPO - STUDENT SUC			
Requester			
Molly Senecal			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: KRAVCHUA 09-JUL-2021			

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<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
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GENFD	4500	12	FL.VS.WORK	64900	00000	592A	500.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: SEAP
Project Grant: 570A
Program Director: MOLLY SENECA
Program Goal: SUPPLY

Approval Signature	Approval Signature	Approval Signature
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