

**COMPLETED**

LOS RIOS COMMUNITY COLLEGE DISTRICT  
1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F4051

Date 4/23/2021

**LIMITED PURCHASE ORDER**  
(Not to Exceed \$1000.00)

|  |  |   |  |
|--|--|---|--|
| <b>VENDOR NAME AND ADDRESS:</b><br><br>OFFICE DEPOT<br>4720 NORTHGATE BLVD<br>SACRAMENTO, CA 95834 |  | <b>DELIVERY INSTRUCTIONS:</b> <input type="checkbox"/> Deliver to Address Below<br>(Check one) <input type="checkbox"/> Will Call |  |
|--|--|---|--|

| ITEM | DESCRIPTION<br>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES                      | ORDERED  |      |           | UNIT PRICE | TOTAL  |
|------|---|----------|------|-----------|------------|--------|
|      |   | QUANTITY | UNIT | STOCK NO. |            |        |
| 1    | EVOLVE MGRS. HIGH BACK CHAIR MESH BACK. MOGULS GRAPHITE 0013BASE. 100MM (ITEM #1535B-25A) | 2        | EACH |           | 350.00     | 700.00 |
| 2    |   |          |      |           |            |        |
| 3    |   |          |      |           |            |        |
| 4    | <b>PAID</b>   |          |      |           |            |        |
| 5    | <b>CHECK #: 0094822189</b>  |          |      |           |            |        |
| 6    | <b>DATE: 12/9/21</b>  |          |      |           |            |        |
| 7    |   |          |      |           |            |        |
| 8    | <b>AMOUNT \$: 754.25</b>  |          |      |           |            |        |
| 9    | <b>VOUCHER #: F4051</b>   |          |      |           |            |        |
| 10   |   |          |      |           |            |        |

|   |  |                                    |  |        |
|---|--|------------------------------------|--|--------|
| <b>Purchases Charged to Categorical Programs, Grants or Special Projects</b><br>This purchased is in compliance with the requirements of: |  | SUB-TOTAL                          |  | 700.00 |
|   |  | SALES TAX                          |  | 54.25  |
|   |  | TOTAL<br>(Not to Exceed \$1000.00) |  | 754.25 |

**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: <b>SERA CHADWICK</b><br>TYPED/PRINT<br>DATE: <b>4/23/2021</b>                         | Received by _____ Date _____<br><br><b>GENFD /4500 /11 /FL.VA.OPER</b><br>Bus. Unit Account Fund Org<br><b>67990 /00000 /2021 / 051C</b> |
| RECEIVED BY: <b>MELISSA WILLIAMS</b><br>SIGNATURE<br>DATE: <b>4/23/2021</b>                        | Program Sub-Class BY Proj/Grnt Amount<br>_____ / _____ / _____ / _____<br>Bus. Unit Account Fund Org<br>_____ / _____ / _____ / _____    |
| APPROVED: <i>Angustine Plante</i><br>DEAN OR OTHER AUTHORIZED SIGNATURE<br>DATE: <b>12/24/2021</b> | Program Sub-Class BY Proj/Grnt Amount<br>_____ / _____ / _____ / _____<br>Bus. Unit Account Fund Org<br>_____ / _____ / _____ / _____    |

# Office DEPOT, Inc.

Office Depot, Inc  
PO BOX 7241  
SIOUX FALLS SD  
57117-7241

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423  
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

| INVOICE NUMBER | AMOUNT DUE | PAGE NUMBER |
|----------------|------------|-------------|
| 180953274001   | 754.25     | Page 2 of 2 |
| INVOICE DATE   | TERMS      | PAYMENT DUE |
| 10-NOV-21      | Net 30     | 11-DEC-21   |

**BILL TO:**

ATTN: ACCTS PAYABLE  
LOS RIOS COMMUNITY COLLEG  
COLLEGE DIST  
1919 SPANOS CT  
SACRAMENTO CA 95825-3981

001038-000329

**SHIP TO:**

FOLSOM LAKE COLLEGE  
DLV TUE/THUR 10 AM - 1 PM  
10 COLLEGE PKWY  
FOLSOM CA 95630-6798



| ACCOUNT NUMBER                | PURCHASE ORDER                  | SHIP TO ID       | ORDER NUMBER  | ORDER DATE | SHIPPED DATE |               |                   |
|-------------------------------|---------------------------------|------------------|---------------|------------|--------------|---------------|-------------------|
| 89574855                      | F4051                           | FLC-FOLSOMCAMPUS | 180953274001  | 28-JUN-21  | 10-NOV-21    |               |                   |
| BILLING ID                    | ACCOUNT MANAGER                 | RELEASE          | ORDERED BY    | DEPT NAME  | COST CENTER  |               |                   |
| 39589                         |                                 |                  | MARSHA DILLON |            |              |               |                   |
| CATALOG ITEM #/<br>MANUF CODE | DESCRIPTION/<br>CUSTOMER ITEM # | U/M<br>TAX       | QTY<br>ORD    | QTY<br>SHP | QTY<br>B/O   | UNIT<br>PRICE | EXTENDED<br>PRICE |

|           |        |
|-----------|--------|
| SUB-TOTAL | 700.00 |
| DELIVERY  | 0.00   |
| SALES TAX | 54.25  |
| TOTAL     | 754.25 |

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

001038-000329

▲ DETACH HERE ▲

| CUSTOMER NAME             | BILLING ID | INVOICE NUMBER | INVOICE DATE | INVOICE AMOUNT | AMOUNT ENCLOSED |
|---------------------------|------------|----------------|--------------|----------------|-----------------|
| LOS RIOS COMMUNITY COLLEG | 39589      | 180953274001   | 10-NOV-21    | 754.25         |                 |

FL0 000395897 1809532740019 00000075425 1 5

Please Send Your Check to:

OFFICE DEPOT, INC.  
PO Box 29248  
Phoenix AZ 85038-9248

Please return this stub with your payment to ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.

# Office DEPOT, Inc.

Office Depot, Inc  
PO BOX 7241  
SIOUX FALLS SD  
57117-7241

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| Instructions: SPECIAL ORDER NON-RETURNABLE 062621BH1030 CASE 03457691 BRIDGETTE HUCKABY |                                 |                    |               |            |              |               |                   |
| 1540676   | 1535QB-25A 100MM-0013BASE       | EA                 | 2             | 2          | 0            | 350.00        | 700.00            |
| 1535QB25A100MM000013  | 1535QB25A100MM000013            |                    |               |            |              |               |                   |

001038-000329

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