

COMPLETED

P.O. No. F4073

Date 4/23/2021

LIMITED PURCHASE ORDER
(Not to Exceed \$1000.00)

VENDOR NAME AND ADDRESS: OFFICE DEPOT 4720 NORTHGATE BLVD SACRAMENTO, CA 95834	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	EVOLVE MGRS. HIGH BACK STOOL 37 FOOTRING 25A ADJ ARMS 200MM STOOL. CYLINDER (ITEM #15333-37200 25A)	1	EACH		402.00	402.00
2						
3						
4	PAID					
5	CHECK #: 0094822189					
6	DATE: 12-9-21					
7						
8	AMOUNT \$: 433.16					
9	VOUCHER #: F4073					
10						

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of: Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL SALES TAX TOTAL (Not to Exceed \$1000.00)	31.16 433.16
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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. SERA CHADWICK 4/23/2021 REQUESTED BY: TYPED/PRINT DATE	Received by _____ Date _____ GENFD /4500 /11 /FL.VA.OFFC Bus. Unit Account Fund Org 65100 /00000 /2021 / 041A \$433.16 Program Sub-Class BY Proj/Grnt Amount MELISSA WILLIAMS 4/23/2021 APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE APPROVED: VICE PRESIDENT, ADMINISTRATION DATE
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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
180603374001	433.16	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

001038-0003 29

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	F4050	FLC-FOLSOMCAMPUS	180603374001	28-JUN-21	10-NOV-21
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DEPT NAME	COST CENTER
39589			MELISSA WILLIAMS		

CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
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SUB-TOTAL							402.00
DELIVERY							0.00
SALES TAX							31.16
All amounts are based on USD currency							
TOTAL							433.16

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	180603374001	10-NOV-21	433.16	

FL0 000395897 1806033740019 00000043316 1 7

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

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

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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 89574855	PURCHASE ORDER F4050	SHIP TO ID FLC-FOLSOMCAMPUS	ORDER NUMBER 180603374001	ORDER DATE 28-JUN-21	SHIPPED DATE 10-NOV-21		
BILLING ID 39589	ACCOUNT MANAGER RELEASE	ORDERED BY MELISSA WILLIAMS	DEPT NAME	COST CENTER			
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
Instructions: SPECIAL NON RETURNABLE TK:062621BH1056 CASE 03457695 POC: BRIDGETTE HUCKABY							
1537628	15333B-37200-25A	EA	1	1	0	402.000	402.00
15333B3720025A	15333B3720025A						

001038-000329

To ensure timely and accurate application of your payment, please include the following on your remittance: account number, invoice number, and the amount you are paying for each invoice.

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