

# Los Rios Community College District

**PURCHASE ORDER NO B220317**

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**

<b>Date</b> 07/13/2021	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Method
<b>Reference:</b> 1030655 BUTLERK ROUILLERS	<b>Location / Dept</b> 04ASPH42 STUSVC	

**Supplier:** 0000029645  
PRODUCE EXPRESS  
2630 5TH STREET  
SACRAMENTO CA 95818

**Phone:** (916) 446-8918  
**Fax:** (916) 553-3030

**email:** mboyce@produceexp.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	BLANKET PURCHASE ORDER FOR MONTHLY CONSUMER BOXES DELIVERED TO FOLSOM LAKE COLLEGE AT \$20/BOX - ESTIMATED AT 30 MONTHLY BOXES X 12 MONTHS X \$20 = \$7,200	1.00 EA	7,200.00	7,200.00	05/31/2022

VALID 07-01-21 TO 06-30-22

AUTHORIZED PERSONNEL:  
KELLIE BUTLER  
ALINA KRAVCHUK  
MOLLY SENEAL

<b>Sub Total Amount</b>	7,200.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	7,200.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	7334	12	FL.VS.HNGR	73200	00000	418C	7,200.00	2022

0001030655CHAVEZA09-JUL-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.

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:** PRODUCE EXPRESS  
 4450 FLORIN PERKINS ROAD  
 SACRAMENTO CA 95826  
 United States

0000029645

**Phone:** (916) 446 8918  
**email:** mboyce@produceexp.com

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001030655	07/01/2021	1	
Requisition Name:			
PRODUCE EXPRESS BPO			
Requester		Bldg#	
Kellie Butler		STUSVC	
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: KRAVCHUA 17-MAY-2021			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR MONTHLY CONSUMER BOXES DELIVERED TO FOLSOM LAKE COLLEGE AT \$20/BOX  ESTIMATED AT 30 MONTHLY BOXES X 12 MONTHS X \$20 = \$7,200	1	EA	7,200.00	7,200.00	
					7,200.00	Sub-total
					0.00	Est. tax
Total Requisition Amount:					7,200.00	

<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	7334	12	FL.VS.HNGR	73200	00000	418C	7,200.00

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

Program Name: HNGR  
 Project Grant: 418C  
 Program Director: KELLIE BUTLER  
 Program Goal: To support and assist students experiencing food insecurity

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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## Harman, Joany

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**From:** Rouiller, Suzanne  
**Sent:** Tuesday, July 13, 2021 9:31 AM  
**To:** Butler, Kellie; Kravchuk, Alina; Harman, Joany  
**Subject:** RE: OLR# 1030655 Produce Express

Thanks, All! BPO B220317 will go out for signature today.



Suzy Rouiller  
Buyer III  
Purchasing Dept  
P: 916-568-3074  
rouills@losrios.edu

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**From:** Butler, Kellie <ButlerK@flc.losrios.edu>  
**Sent:** Tuesday, July 13, 2021 9:18 AM  
**To:** Kravchuk, Alina <KravchA@flc.losrios.edu>; Harman, Joany <harmanj@flc.losrios.edu>  
**Cc:** Rouiller, Suzanne <RouillS@losrios.edu>  
**Subject:** Re: OLR# 1030655 Produce Express

Thank you Joany and Alina. Let's add Molly Senecal as back up for me.

Updated Authorized Personnel:

Kellie Butler, Alina Kravchuk, Molly Senecal



Kellie Sims Butler, Ph.D. | Dean of Student Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
916-608-6780 | [ButlerK@flc.losrios.edu](mailto:ButlerK@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)  
Pronouns: She, Her, Hers

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**From:** Kravchuk, Alina <[KravchA@flc.losrios.edu](mailto:KravchA@flc.losrios.edu)>  
**Sent:** Tuesday, July 13, 2021 8:48 AM  
**To:** Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>  
**Cc:** Rouiller, Suzanne <[RouillS@losrios.edu](mailto:RouillS@losrios.edu)>; Butler, Kellie <[ButlerK@flc.losrios.edu](mailto:ButlerK@flc.losrios.edu)>  
**Subject:** RE: OLR# 1030655 Produce Express

Hello Joany,

The Authorized Personnel is:  
Kellie Butler, Alina Kravchuk

Kellie, please reply all if there is anyone else that should be an authorized user.

Q U O T A T I O N

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PRODUCE EXPRESS  
4450 FLORIN PERKINS ROAD SACRAMENTO, CA 95826 (916) 446 8918

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**QUOTE TO:**

FOLSOM LAKE COLLEGE  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

(916) 608-6500

**SHIP TO:**

FOLSOM LAKE COLLEGE  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

(916) 608-6500

Customer No.		Salesperson		Ship Via		Quote Date		Terms		Quote No	
FLCOLL		MC		DELIVERED		05/17/21		30 DAYS		116581	
ITEM NUMBER	QTY QUOTE	PACK SIZE	UOM		DESCRIPTION				BILLING UNITS	UNIT PRICE	EXTEND AMOUNT
09 05 60	30	CASE	CASE	—	COLLEGE CONSUMER BOX				30	20.00	600.00