

**COMPLETED**

P.O. No. F3946

Date 4/6/22

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

VENDOR NAME AND ADDRESS:  Bel Air/Raley's 2760 E Bidwell St, Folsom, CA 95630	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	Raley's Card - for supplies for Classified Staff Retreat	1	EA		48.75	48.75
2	*not to exceed \$250					
3						
4						
5	<b>PAID</b>					
6	<b>CHECK #: 0094826616</b>					
7	<b>DATE: 4-28-22</b>					
8						
9	<b>AMOUNT: 48.75</b>					
10	<b>VOUCHER#:</b>					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> 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 48.75  SALES TAX  TOTAL (Not to Exceed \$1000.00) 48.75
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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.

Lindsey Campbell

REQUESTED BY: \_\_\_\_\_ TYPED/PRINT \_\_\_\_\_ DATE \_\_\_\_\_  
 Lindsey Campbell 4/6/22

REQUESTED BY: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_ DEAN OR OTHER AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

GENFD / 5890 / 11 / FL.CP.SPEC

Bus. Unit Account Fund Org  
 67102 / 00000 / 2022 / 046K

Program Sub-Class BY Proj/Grnt Amount  
 \$ 48.75

Bus. Unit Account Fund Org  
 \$

Program Sub-Class BY Proj/Grnt Amount



Get Something Extra  
at Raleys.com

TERM# 1 STORE# 524 OPERATOR# 840  
04/06/22 BEL AIR (800)925-9989 11:31:45

<b>Grocery Items</b>			
RALEYS PURIFIED WT	Q1	3.79	F
Regular Price		4.29	
+CRV 24PACK GROCERY	Q1	1.20	f
RALEYS PURIFIED WT	Q1	3.79	F
Regular Price		4.29	
+CRV 24PACK GROCERY	Q1	1.20	f
<b>Floral Items</b>			
LATEX BALLONS DZ	Q1	10.99	T
ORCHID WATERING CA	Q1	24.99	T
SUBTOTAL		45.96	
7.75% TAX CA		2.79	
TOTAL		\$ 48.75	
R CHARGE CARD		48.75	
XXXXXXXXXXXX5865			
CASH	CHANGE		.00

NUMBER OF ITEMS 6

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CREDIT CARD PAYMENT

04/06/22

11:33:43

**FOLSOM LAKE COLLEGE**  
**RALEY'S PURCHASE CARD CHECKOUT REQUEST FORM**

**SECTION I:**

To be completed by Requesting Area/Dept. and submitted to FLC Business Services

AUTHORIZED PURCHASER: Melome Quintell Dept. /Area: Classified Senate  
Print Name of Employee Making Purchase

ESTIMATED PURCHASE AMOUNT 250 - or NOT TO EXCEED LIMIT

BUDGET CODE: genfd 5890 11 FL.CP.SPEC  
FOR: CHARGEBACK: BUS UNIT ACCT FUND DEPT/ORG PROGRAM SUB-CLS BY PROJ/GRNT

SIGNATURE: M. Quintell DATE: 4-6-2022  
Approved: Supervisor, Dean or Other Authorized Signature - for Budget Code provided above.

**SECTION II:**

To be completed by FLC Business Services Staff - at time of Card Checkout

Complete ALL applicable Sections:

\*BSO Staff: Issue Raley's Card from correct A/C# - based on Business Unit designated above:

\*A/C# 5000154 - GENFD USE ONLY  
 GENFD: Final Receipt Total:                     

LPO F3946

\*A/C# 5000153 - CAMPUS BASED USE ONLY  
 BANFL/SCOFL: Final Receipt Total:                     

Budget Available  YES  NO (Confirmed by FLC BSO Staff)

Raley's Purchase Card # XXXX XXXX XXXX 5865 1249 has been checked out to you for - Folsom Lake College use ONLY.

Purchaser: By signing below you acknowledge receipt of this card, and understand that it will be used only for supplies for your Folsom Lake College Area/Dept. as authorized above, and agree that you will return this card and all original Raley's / Bel-Air purchase receipts to: FLC Business Services same business day. EXTENDED CHECKOUT IS PROHIBITED WITHOUT PRIOR VPA APPROVAL.

Card Check Out:  
Received Card (Purchaser Signature) M. Quintell Date: 4/6/22 Time: 11:15

Card Check Out:  
Released By: (FLC BSO Signature) Jessie Colase Date: 4/6/22

Card Check In:  
Returned Card (Purchaser Signature) M. Quintell Date: 4-6-22 Time: 1:26pm

Card Check In:  
Received By: (FLC BSO Signature) Jessie Colase Date: 4/6/22