



PURCHASE ORDER # CBF-

VENDOR:

PO Date:

Date Required:

Ordered By:

Requisition #

SHIP TO: FOLSOM LAKE COLLEGE RECEIVING
10 COLLEGE PARKWAY
FOLSOM, CA 95630

BILL TO: FOLSOM LAKE COLLEGE
ATTN: BUSINESS SERVICES
10 COLLEGE PARKWAY
FOLSOM, CA 95630

email invoice to: FLC-BSOPurchasing@flc.losrios.edu

Payment Terms: NET 30

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
	Shipping/Handling (taxable)				

INSTRUCTIONS:

PLEASE BE ADVISED THAT FOLSOM LAKE COLLEGE RECEIVING HOURS ARE CURRENTLY MONDAY THROUGH THURSDAY 10AM - 1PM UNTIL FURTHER NOTICE

All shipments, invoices, and correspondence MUST be identified with purchase order number
Direct all deliveries and delivery documents to SHIP TO address
Direct all correspondence and invoices to the BILL TO address
NO PAYMENT will be made without an invoice

Subtotal
State Tax % State Tax
Shipping
Total PO Amount

Authorized Signature Date

LOS RIOS COMMUNITY COLLEGE DISTRICT
American River College • Cosumnes River College • Folsom Lake College • Sacramento City College
PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopied composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

CAMPUS-BASED REQUISITION

DATE _____
 VENDOR _____ REQ. # CBF _____
 ADDRESS _____ PO REQUIRED(circle one) YES NO
 CITY _____ P.O. # CBF _____
 STATE _____ ZIP _____ DATE REQUIRED _____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Check Distribution

Call Student, Hold for pick up # _____
 Call _____, Hold for pick up # _____
 Forward to _____
 Inter-Campus mail to _____
 USPS mail
 Other _____

Sub-Total	
Sales Tax	
Freight	
TOTAL	

_____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ \$
 Account Name Bus Unit Account Fund Department Program Class Project Amount

_____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ \$
 Account Name Bus Unit Account Fund Department Program Class Project Amount

AUTHORIZED _____ <div style="text-align: center; font-size: small;">Club Officer/Requestor</div>	
APPROVED _____ <div style="text-align: center; font-size: small;">Faculty Advisor/Administrator</div>	

Business Services Use Only	
Budget Checked _____	Vendor ID _____
Voucher # _____	Date _____
Warrant # _____	Date _____

Invoice

#1120129

Major Account No: 221600259	Transaction Start Date: April 25, 2022
Major Account Name: FLC LRCCD PO CBF22204B	Transaction End Date: June 02, 2022
Invoice Date: 06/02/2022	Last Payment Date:
Invoice Due Date: 07/02/2022	Last Payment Amount:
Invoice Amount Due: \$549.60	

Bill To: 10 College Parkway Folsom, CA 95630 Attn: Accounts Payable To avoid late fees and delays in crediting payment to your account, please include Store #, Major Account # and Invoice # on your remittance.	Remit Payment Via Check, ACH, or Wire Lockbox Follett Higher Education Group, LLC American River College Store Store No. 2213 MA 221600259 3146 SOLUTIONS CENTER CHICAGO, IL 60677-3001 ACH/Wire Please contact Store Manager for bank information Federal Tax ID:36-2369161
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Student Name	Baker, Hayley
Customer #	2213135113

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
05/05/2022	4569		149	GRAD PRODUCT/TAXABLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Charged on A/R Account:										\$36.64
Paid Amount:										\$0.00
Remaining Charged on A/R Account:										\$36.64
POS Receipt Total:										\$36.64

Customer Total: \$36.64

Student Name	Brabbin, Ryan
Customer #	2213113869

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
04/26/2022	4393		149	GRAD PRODUCT/TAXABLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Charged on A/R Account:										\$36.64
Paid Amount:										\$0.00
Remaining Charged on A/R Account:										\$36.64
POS Receipt Total:										\$36.64

Customer Total: \$36.64

Student Name Brabbin, Sarah

Customer # 2213116319

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
04/26/2022	4392		149	GRAD PRODUCT/TAXABLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Charged on A/R Account:										\$36.64
Paid Amount:										\$0.00
Remaining Charged on A/R Account:										\$36.64
POS Receipt Total:										\$36.64

Customer Total: \$36.64

Student Name Gevorgyan, Gayane

Customer # 2213113563

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
04/27/2022	4431		149	GRAD PRODUCT/TAXABLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Charged on A/R Account:										\$36.64
Paid Amount:										\$0.00
Remaining Charged on A/R Account:										\$36.64
POS Receipt Total:										\$36.64

Customer Total: \$36.64

Student Name Heidrich, Jessica

Customer # 2213135017

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
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04/26/2022	4391		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64	
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
										Amount Charged on A/R Account:	\$36.64
										Paid Amount:	\$0.00
										Remaining Charged on A/R Account:	\$36.64
										POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Hogue, Megean
Customer # 2213114820

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R	
04/26/2022	4389		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64	
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
										Amount Charged on A/R Account:	\$36.64
										Paid Amount:	\$0.00
										Remaining Charged on A/R Account:	\$36.64
										POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Hour, Srey Pech
Customer # 2213122394

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
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04/26/2022	4394		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Charged on A/R Account:										\$36.64
Paid Amount:										\$0.00
Remaining Charged on A/R Account:										\$36.64
POS Receipt Total:										\$36.64

Customer Total: \$36.64

Student Name Kaur, Ramandeep

Customer # 2213135016

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
04/25/2022	4374		149	GRAD PRODUCT/TAXA BLE	1	\$39.00	\$39.00	\$0.00	\$3.02	\$42.02
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Charged on A/R Account:										\$42.02
Paid Amount:										\$0.00
Remaining Charged on A/R Account:										\$42.02
POS Receipt Total:										\$42.02

04/25/2022	4377		149	GRAD PRODUCT/TAXA BLE	-1	\$39.00	(\$39.00)	\$0.00	(\$3.02)	(\$42.02)
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
									Amount Charged on A/R Account:	(\$42.02)
									Paid Amount:	\$0.00
									Remaining Charged on A/R Account:	(\$42.02)
									POS Receipt Total:	(\$42.02)

04/25/2022	4378		149	GRAD PRODUCT/TAXA BLE	1	\$27.00	\$27.00	\$0.00	\$2.09	\$29.09
			149	GRAD PRODUCT/TAXA BLE	1	\$7.00	\$7.00	\$0.00	\$0.55	\$7.55
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
									Amount Charged on A/R Account:	\$36.64
									Paid Amount:	\$0.00
									Remaining Charged on A/R Account:	\$36.64
									POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Kazemi, Kamran

Customer # 2213132005

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
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05/03/2022	4507		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64	
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
										Amount Charged on A/R Account:	\$36.64
										Paid Amount:	\$0.00
										Remaining Charged on A/R Account:	\$36.64
										POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Lizarraga, Carla
Customer # 2213131921

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R	
05/03/2022	4506		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64	
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
										Amount Charged on A/R Account:	\$36.64
										Paid Amount:	\$0.00
										Remaining Charged on A/R Account:	\$36.64
										POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Norwood, Allie
Customer # 2213132376

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
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04/26/2022	4384		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64	
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
										Amount Charged on A/R Account:	\$36.64
										Paid Amount:	\$0.00
										Remaining Charged on A/R Account:	\$36.64
										POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Pharr, Brittney
Customer # 2213113989

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R	
04/28/2022	4466		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64	
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
										Amount Charged on A/R Account:	\$36.64
										Paid Amount:	\$0.00
										Remaining Charged on A/R Account:	\$36.64
										POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Silver, Joy
Customer # 2213123849

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
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05/09/2022	4622		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64	
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
										Amount Charged on A/R Account:	\$36.64
										Paid Amount:	\$0.00
										Remaining Charged on A/R Account:	\$36.64
										POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Sostre, Crystal
Customer # 2213135018

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R	
04/26/2022	4390		149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64	
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
										Amount Charged on A/R Account:	\$36.64
										Paid Amount:	\$0.00
										Remaining Charged on A/R Account:	\$36.64
										POS Receipt Total:	\$36.64

Customer Total: \$36.64

Student Name Sparks, Alyssa
Customer # 2213135112

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
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05/05/2022	4568	149	GRAD PRODUCT/TAXA BLE	1	\$34.00	\$34.00	\$0.00	\$2.64	\$36.64
			Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
								Amount Charged on A/R Account:	\$36.64
								Paid Amount:	\$0.00
								Remaining Charged on A/R Account:	\$36.64
								POS Receipt Total:	\$36.64
								Customer Total:	\$36.64
								Major Account Total:	\$549.60

Statement Inquiries, please call: (916)525-8400
PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS