



1st. Floor, Room 109
2323 N. Broadway
Santa Ana, CA 92706-1640
(714) 480-7370

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Office Depot Business Svcs
3366 E Wilson St.
Long Beach CA 90806

PURCHASE ORDER CONDITIONS

1. WE RESERVE THE RIGHT TO CANCEL ANY ORDER NOT COMPLETED WITHIN 60 DAYS OF RECEIPT OF ORDER. THIS SECTION SHALL BE SUPERSEDED BY THE TERMS OF ANY WRITTEN CONTRACT.
 2. NO DEVIATION IN PRICE OF SUBSTITUTION PERMITTED. RETURN P.O. TO PURCHASING FOR CORRECTION.
 3. ALL PRICES SHALL BE F.O.B. RANCHO SANTIAGO CCD UNLESS OTHERWISE SPECIFIED.
 4. CALIFORNIA SALES TAX OR USE TAX WHEN APPLICABLE WILL BE ADDED TO SUB-TOTAL. FEDERAL EXCISE TAX MUST NEVER BE INCLUDED IN INVOICE.
 5. CASH DISCOUNTS QUOTED WILL BE TAKEN FROM THE DATE OF COMPLETED ORDER.
- TERMS: NET 30
6. INVOICE IN DUPLICATE TO RANCHO SANTIAGO CCD/ACCOUNTING DEPT. INVOICE MUST BE ITEMIZED SHOWING QUANTITY, UNIT PRICE & EXTENSION. AN ITEMIZED SHIPPING SLIP MUST BE INCLUDED WITH EACH SHIPMENT. FREIGHT BILLS ARE REQUIRED ON F.O.B. SHIPPING POINT ORDERS.
 7. WAREHOUSE HOURS 8:00AM TO 4:00PM, MONDAY THRU FRIDAY, CLOSED HOLIDAYS.
- *** NEGOTIATION OF EITHER QUANTITY OR TRADE DISCOUNTS WITH SUPPLIERS FOR ALL PURCHASES SHALL BE BY THE VICE CHANCELLOR OF BUSINESS OPERATIONS/FISCAL SERVICES OR DESIGNEE ONLY. DISTRICT PROHIBITS THE USE OF GIFTS, INCENTIVES, INDUCEMENTS, FAVORS, MONETARY RETURNS, EITHER PROMISED OR GIVEN, AND/OR REBATES OF ANY KIND (HEREINAFTER REFERRED TO AS "INCENTIVES") THAT DO NOT ACCRUE DIRECTLY TO THE DISTRICT. ANY SUPPLIER ATTEMPTING TO OR PROVIDING SUCH INCENTIVES SHALL RESULT IN THE IMMEDIATE TERMINATION OF ANY EXISTING AND FUTURE ORDER TO THAT SUPPLIER AND DISTRICT WILL TAKE ANY AND ALL APPROPRIATE ACTIONS DEEMED NECESSARY BY THE DISTRICT, INCLUDING BUT NOT LIMITED TO REFERRAL TO LOCAL LAW ENFORCEMENT AUTHORITIES.

PURCHASE ORDER

NO. 19 - P0055850

Please refer to this number on all orders, packages, boxes, and correspondence.

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SANTIAGO CANYON COLLEGE
Maint & Oper Bldg-Receiving
8045 E Chapman Ave
Orange CA 92869

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Vendor No. 1033669	Vendor Phone 562-490-9351	Vendor Fax 562-426-9075	Vendor E-Mail mary.davis@officedepot.com
Initiator Roxzel M. Soto Tellez	Price Source	Shipping Information Destination	Terms Net 30
Order Date 03/01/19	End Use Location SCC, Lang Lab H-111	Buyer Pelomina E. Chapple	Delivery Date

Item	Quantity	Units	Description	Account No.	Unit Price	Extension	
1	15.00	EA	Logitech® H390 USB Computer Headset Item Number 607890	12_2390_110500_25353_4310	31.79	476.85	
2	2.00	EA	Swingline® Compact Stand-Up Stapler, Assorted Colors Item Number 697745 Entered Item # 697745	12_2390_110500_25353_4310	8.79	17.58	
3	7.00	LT	Office Depot® Brand Standard Staples, 1/4", 5,000 Staples Per Pack, Box Of 5 Packs Item Number 432255	12_2390_110500_25353_4310	1.85	12.95	
4	5.00	EA	Office Depot® Brand Index Cards, 3" x 5", Ruled, White, 100 Item Number 186348	12_2390_110500_25353_4310	1.29	6.45	
5	6.00	EA	Logitech® H390 USB Computer Headset Item Number 607890	12_2390_110100_25350_4310	31.79	190.74	
						Subtotal	\$704.57
						Sales Tax	\$54.60
						PO Total	\$759.17

18 3-6-19

[Signature]
DIRECTOR, PURCHASING SERVICES