

Part A – Cardholder Responsibilities

1. Manage Procard Receipts

Each District Procurement Cardholder (or their assigned contact person) is responsible for managing their authorized monthly procard purchase receipts as follows:

- Obtain receipts/invoices (itemized whenever possible) for all authorized procard purchases.
- Note the purpose of the charge on each receipt. Additional information is required for the following purchases:
 - Restaurant receipts should indicate the reason for the get-together, the names of the guests, and agenda/calendar invite/flyer of event.
 - Conference expense receipts should include the event's title, location, and date(s) of attendance.
- If the procard charge is Grant related and your Campus Business Office requires it, you must include a signed *Pre-Authorization Form* with your receipts.
- If you have an approved procard exemption, you must include a signed *Exception Request Form* with your receipts.

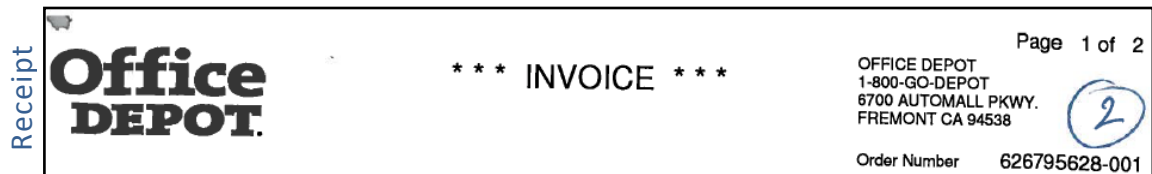
2. Reconcile Monthly Statement

- Reconcile procard receipts/invoices monthly with your bank statement and C-document.
- Write the C-document number on the bank statement (e.g. C1300100).
- Assemble your receipts/invoices according to the order listed on the bank statement.

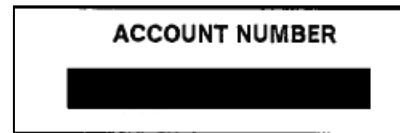
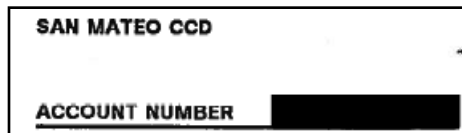
- Assign a number next to each item on the statement and write that number in the upper right corner of the corresponding receipt/invoice along with the description of purchase.

Procard Statement

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
10-01	09-28	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 626795853001 TAX: 5.87	24445742273000222377137	5965	74.93 -1
10-01	09-28	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 626795628001 TAX: 14.62	24445742273000222377210	5965	186.67 -2
10-05	10-03	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 627380399001 TAX: 21.16	24445742278100254164125	5965	270.13 -3
10-08	10-04	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 627657035001 TAX: 4.27	24445742279100267745612	5965	54.54 -4
10-08	10-05	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 627788257001 TAX: 4.31	24445742280200075464179	5965	54.96 -5
10-12	10-10	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 628269793001 TAX: 8.81	24445742285100250431826	5965	112.40 -6



- Block out your procurement card account number on your statement (it appears in two locations).



3. Scan Procard Documents

- The procard document packet for the month should be assembled using the Bank Statement as the cover page, followed by the C-Doc JV, and the receipts/invoices as supporting documents (see the sample provided).
- Scan the packet as a PDF file, name the file using the C-number and statement month/year (e.g. C1300850 – November 2013), and Save it in your AppServ1 CIAG folder.

Part B – Manager/Approver Responsibilities

1. Review the procard packet for all procard users under your supervision.
2. Approve the procard documents with either a wet signature (before the packet is scanned) or via the digital process to “Sign & Certify” the procard statement (cover sheet of the PDF packet).

SAN MATEO CCD	
C1300639	ACCOUNT NUMBER [REDACTED]
	STATEMENT DATE 10-25-12
	TOTAL ACTIVITY \$ 1,345.11

MEMO STATEMENT ONLY
DO NOT REMIT PAYMENT

Nancy Witte

Digitally signed by Nancy Witte
DN: cn=Nancy Witte, o=General Service, ou,
email=witte@smccd.edu, c=US
Date: 2012.12.14 10:00:53 -08'00'

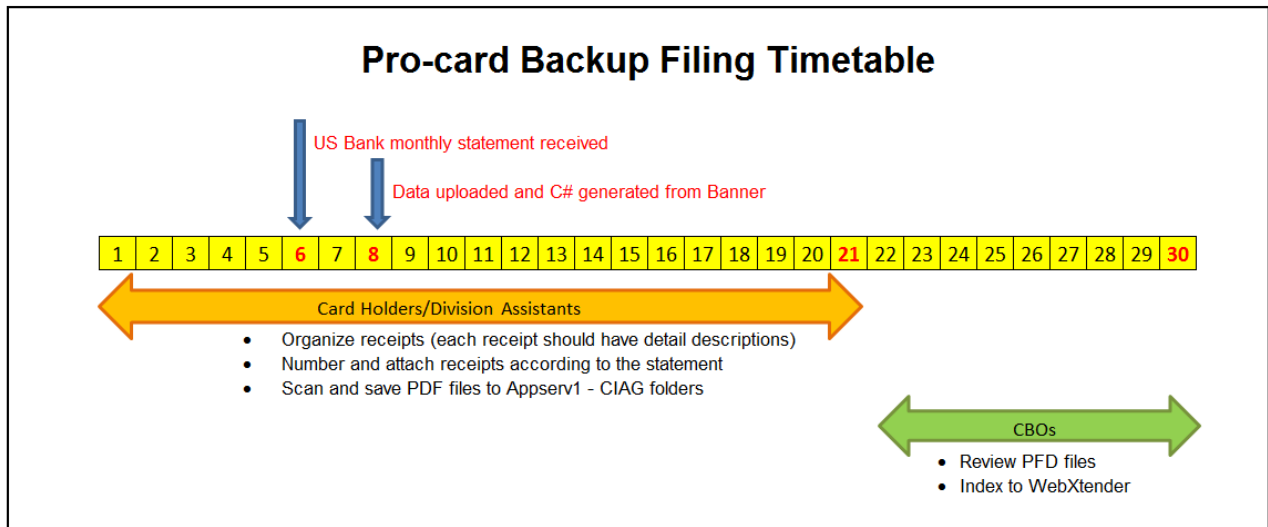
Part C – College Business Officer/Other Authorized Personnel¹ Responsibilities

1. Open PDF procard receipt packets under your review and upload and index each approved PDF document into WebXtender.

NOTE: Reference “**Procard Indexing to WebXtender**” for step-by-step instructions on uploading, indexing or retrieving documents in WebXtender.

¹ Designated SMCCCD personnel with authorization to process procard documents in WebXtender.

Procard Backup Timetable:



SAMPLE: C-Document Packet

U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343

SAN MATEO CCD

ACCOUNT NUMBER	[REDACTED]
STATEMENT DATE	11-26-12
TOTAL ACTIVITY	\$872.69

C1300850

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

Nancy Smith
 SMCCCD
 3401 CSM DR
 SAN MATEO CA 94402-3651

Approver's Signature
 (Digital or Manual)

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT	
10-29	10-25	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	67.87	# 1
10-29	10-25	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	74.93	# 2
10-30	10-29	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	110.45	# 3
11-07	11-06	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	112.40	# 4
11-09	11-08	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	198.96	# 5
11-12	11-09	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	55.74	# 6
11-14	11-13	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	55.65	# 7
11-19	11-17	AMAZON.COM AMZN	24445xxxxxxxxxxxxxx	5965	27.45	# 8
11-21	11-20	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	112.40	# 9
11-21	11-20	Office Depot 1135	24445xxxxxxxxxxxxxx	5965	56.84	#10

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	[REDACTED]	PREVIOUS BALANCE	\$.00
	STATEMENT DATE DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	\$872.69
	11-26-12 \$.00	CASH ADVANCES	\$.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE	CASH ADVANCE FEE	\$.00
C/O U.S. BANCORP SERVICE CENTER, INC. U.S. BANK NATIONAL ASSOCIATION NO. P.O. BOX 6335 FARGO, ND 58125-8335	\$0.00	CREDITS	\$.00
	DO NOT REMIT	TOTAL ACTIVITY	\$872.69

FYAPRJV



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Print Journal Voucher

Date/Time: 1/22/2013 10:13:54
Datablock: Journal Vouchers -
Environment:
User: JOBSUB
Report Version: 1.4

SEQ#	RULE	DESCRIPTION	TRANS AMT	DR/ CR	FUND	ORGN	ACCT	PROG	ACTV	DEPOSIT
------	------	-------------	-----------	-----------	------	------	------	------	------	---------

Document Number:	C1300850	POSTED	Header Total:	1,745.38	Transaction Date:	11/26/2012	User ID:	LEONG
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1	JPCD	OFFICE DEPOT 1135 800-463-3768	67.87	D	10001	1032	4510	673002
2	JPCD	OFFICE DEPOT 1135 800-463-3768	74.93	D	10001	1032	4510	673004
3	JPCD	OFFICE DEPOT 1135 800-463-3768	110.45	D	10004	4441	4510	601001
4	JPCD	OFFICE DEPOT 1135 800-463-3768	112.40	D	10001	1032	4510	673004
5	JPCD	OFFICE DEPOT 1135 800-463-3768	198.96	D	10001	1032	4510	673002
6	JPCD	OFFICE DEPOT 1135 800-463-3768	55.74	D	10001	1032	4510	673002
7	JPCD	OFFICE DEPOT 1135 800-463-3768	55.65	D	10001	1032	4510	673002
8	JPCD	AMAZON.COM AMZN.COM/BILL	27.45	D	10001	1032	4510	673002
9	JPCD	OFFICE DEPOT 1135 800-463-3768	112.40	D	10001	1032	4510	673004
10	JPCD	OFFICE DEPOT 1135 800-463-3768	56.84	D	10001	1032	4510	673002
11	JPCO	Procurement Card Clearing Offset	762.24	C	10001		9516	
12	JPCO	Procurement Card Clearing Offset	110.45	C	10004		9516	

Total Debits	872.69
Total Credits	872.69
Document Total	1,745.38

End of Report



*** INVOICE ***

1-800-GO-DEPOT
6700 AUTOMALL PKWY
FREMONT CA 94538

1

Order Number 630143304

Order Summary

Shipping Address
DISTRICT OFFICE BLD
3401 CSM DR
SAN MATEO CA 94402-3651

Billing Address
SAN MATEO COMM COL
3401 CSM DR
SAN MATEO CA 94402-3651

Customer Information
Customer#: 89575415
Contact: NANCY SMITH
Phone#: 650-555-0000

Comments

Additional Information
BLDG DISTRICT OFFICE
Route/Stop/Door: 0114/000/029
Order Date: 24-Oct-2012
Delivery Date: 25-Oct-2012

Item Details									
Line	Quantity			Item Number Migr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	1	1	0	172460 653YW MMM653YW	PAD,NTE,POST,1.5"X2",12PK,YEL	PACK	4.040	4.04	21224401
2	1	1	0	172510 654YW-12 MMM654YW	NOTE,CANARY,YELLOW,3X3,12PACK	PACK	9.290	9.29	21224401
3	1	1	0	254089 6624 PAP662415	TAPE,CORRECTION,LP DRYLINE,2PK	PACK	3.400	3.40	21224401
4	1	1	0	991901 2-153LY SMD12934	FOLDER,LETTER,DT,1/3 CUT,YEL	BOX	15.880	15.88	21224401
5	1	1	0	597020 600-6PK MMM6006PK	TAPE,TRANS,3/4X1296,6PK,CL	PACK	13.120	13.12	21224401
6	2	2	0	908194 44401 SWI44401S	STAPLER,DESK,STD,FULL,BLACK	EACH	5.730	11.46	21224401
7	1	1	0	760478 22230D	PEN,Z-GRIP,BP,RTRCT,MED,DZ,RED	DOZ	2.680	2.68	21224401
8	1	1	0	288587 22220D	PEN,Z-GRIP,RT,BP,MED,DZ,BLUE	DOZ	2.680	2.68	21224401
Office Supplies									

✓ Approved 10/30/12
(US Bank Site)



*** INVOICE ***

OFFICE DEPOT
1-800-GO-DEPOT
6700 AUTOMALL PKWY.
FREMONT CA 94538



Order Number 630143304-001

Item Details									
Line	Quantity			Item Number Mfgr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						

Thank you for your order. If you have any questions about your order please call us toll free at (888) 263-3423.

Office Depot offers a line of janitorial and sanitation products to keep your office clean and functional. For more information, contact your Customer Service Team or your Account Manager.

Merchandise Total	62.55
Delivery Charge	0.00
Subtotal	62.55
Sales Tax(8.50%)	5.32
Order Total	67.87

Charged To:	
VISA **** * * * *	67.87
Balance Due	0.00



2

Thank you for your order!

Shipment Summary

Shipment 1 OrderNumber: 630494578-001 Est. Arrivalby: 10/29/2012 View OrderDetails

Shipping Information

SMCCCD
NANCY SMITH
3401 CSM DR
SAN MATEO,
CA
94402-3651
USA
650-555-0000

Payment Information

Billing Information

SMCCCD
3401 CSM DR
SAN MATEO,
CA
94402-3651
USA
650-358-8801

PaymentMethod:

Debit/Credit card

Order Details

Shipment 1 Estimated Arrival By: 10/29/2012 Order Number: 630494578

Table with 5 columns: Description, Your Price/unit, Qty. Backorder, Total, Comments. Row 1: Xerox High-Speed Copy Paper, 8 1/2" x 11", 20 Lb, 92 Brightness, Ream Of 500 Sheets, Case Of 10 Reams. Entered Item # 275474. BEST VALUE. Price: \$34.53 / carton, Qty: 2, Total: \$69.06.

Subscribe to receive email alerts about exclusive offers at Office Depot. Update your contact information today!

Summary table: Subtotal: \$69.06, Delivery Fee: FREE, Miscellaneous: \$0.00, Taxes: \$5.87, Total: \$74.93

Since January 1, 2005, the State of California has required the collection of an electronic waste recycling fee for certain purchases of computer monitors and TV screens.

For a limited time this fee was paid by the Company on behalf of its customers to the State of California. The Company began charging this fee to customers on or before June 2005. Fees range from \$6 to \$10 depending upon the size of the screen purchased.

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Order to: 673004 ✓ 10/31/12

Copy Paper for D.O. Central Duplicating



Thank you for your order!

Shipment Summary

Shipment 1
Order Number: 630494578 Est. Arrival by: 10/29/2012

Shipping Information

SMCCCD
NANCY SMITH
3401 CSM DR
SAN MATEO, CA
94402-3651
USA
650-555-0000

Payment Information

Billing Information

SMCCCD
3401 CSM DR
SAN MATEO,
CA
94402-3651
USA
650-358-8801

Payment Method:

Debit/Credit card

Order Details

Shipment 1 Estimated Arrival By: 10/29/2012 Order Number: 630494578-001

Description	Price/Unit	Qty.	Backorder	Total
 Sparco Catalogue Envelopes - 9" x 12" - 28lb - Self-sealing - Kraft - 100 / Box - Brown Kraft Item # 879370	\$25.45	4	0	\$101.80

Subtotal: \$101.80
 Delivery Fee: FREE
 Taxes: \$8.65
 Total: \$110.45

for CSM VPI Office
 ✓ approved 10/31/12
 (US Bank site)

Reclass to: 10004-4441-4510-601001

Shipment Summary

Shipment 1 Order Number: 631296906
Estimated Arrival By: 11/06/2012

Order Info

Account#: 89575415
Your Order Number Is: 631296906
Name: SAN MATEO COMM COL DIST-3
BLDG/RM: DISTRICT OFFICE
Contact: NANCY SMITH
Contact Phone: (650) 555-0000

Comments

Payment Info


Credit card
Credit Card Number:

Shipping Information

SMCCCD
DISTRICT OFFICE BLD
3401 CSM DR
SAN MATEO,
CA
94402-3651
USA

Order Summary

Shipment 1 Order Date: 11/02/2012
delivery date: 11/06/2012 08:30AM-05:00PM Order Number: 631296906

Description	Your Price/unit	Qty.	Backorder	Total	Comments
 Xerox® High-Speed Copy Paper, 8 1/2" x 11", 20 Lb, 92 Brightness, Ream Of 500 Sheets, Case Of 10 Reams Entered Item # 275474 BEST VALUE	\$34.53 / carton	3	0	\$103.59	

Subscribe to receive email alerts about exclusive offers at Office Depot. Update your contact information today!

Since January 1, 2005, the State of California has required the collection of an electronic waste recycling fee for certain purchases of computer monitors and TV screens.

For a limited time this fee was paid by the Company on behalf of its customers to the State of California. The Company began charging this fee to customers on or before June 2005. Fees range from \$6 to \$10 depending upon the size of the screen purchased.

Subtotal:	\$103.59
Delivery Fee:	FREE
Miscellaneous:	\$0.00
Taxes:	\$8.81
Total:	\$112.40

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*- Copy Room Paper for Xerox
Central Dept*

Reck to: 673004

*✓ Approved 11/14/12
(US Bank site)*



5

1-800-GO-DEPOT
6700 AUTOMALL PKWY.
FREMONT CA 94538

Order Number 631823252

Order Summary

Shipping Address
00007
DISTRICT OFFICE BLD
3401 CSM DR
SAN MATEO CA 94402-3651

Billing Address
00001
SAN MATEO COMM COL DIST-3
3401 CSM DR
SAN MATEO CA 94402-3651

Customer Information
Customer#: 89575415
Contact: NANCY SMITH
Phone#: 650-555-0000

Comments

Carton Counts
Repack / Split Case 1
Full Case 0
Bulk 0
Total

Additions/Information
BLDG DISTRICT OFFICE
Route/Stop/Door: 0114/000/029
Order Date: 07-Nov-2012
Delivery Date: 08-Nov-2012

Item Details

Line	Quantity			Item Number Mfgr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	1	1	0	224280 Q5945A	TONER,LASERJET,Q5945A,BLACK <i>#45A</i>	EACH	184.290	184.29	39372801
					<i>TONER FOR: Rebecca Chan</i>				

Thank you for your order. If you have any questions about your order please call us toll free at (888) 263-3423.

Office Depot offers a line of janitorial and sanitation products to keep your office clean and functional. For more information, contact your Customer Service Team or your Account Manager.

Merchandise Total	184.29
Delivery Charge	0.00
<u>Subtotal</u>	184.29
Discount	0.92-
Sales Tax(8.50%)	15.59
<u>Order Total</u>	198.96

Charged To:	
VISA **** * * * *	198.96
<u>Balance Due</u>	0.00

approved 11/14/12
(US Bank site)

Order Summary

Shipping Address
 00007
 DISTRICT OFFICE BLD
 3401 CSM DR
 SAN MATEO CA 94402-3651

Billing Address
 00001
 SAN MATEO COMM COL DIST-3
 3401 CSM DR
 SAN MATEO CA 94402-3651

Customer Information
 Customer#: 89575415
 Contact: NANCY SMITH
 Phone#: 650-555-0000

Comments

Carton Counts
 Repack / Split Case 1
 Full Case 0
 Bulk 0
 total

Additional Information
 BLDG DISTRICT OFFICE
 Rout /Stop/Door: 0114/000/029
 Order Date: 08-Nov-2012
 Delivery Date: 09-Nov-2012

Item Details									
Line	Quantity			Item Number Mfgr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	4	4	0	254089 6624 PAP662415	TAPE,CORRECTION,LP DRYLINE,2PK	PACK	3.400	13.60	41850201
2	1	1	0	825182 RTP-001936-HD RTP-001936-HD-0	CLIP,BINDER,SM,3/4IN,144/PK	PACK	3.250	3.25	41850201
3	1	1	0	305706 99400	PAD,PERF,8.5X11,OD,12PK,LGL RL	DOZ	5.080	5.08	41850201
4	2	2	0	524896 28175 SAN28175PP	HIGHLIGHTER,ACCENT,RT,5PK,ASTD	PACK	3.510	7.02	41850201
5	1	1	0	551124 CLIP-DISPENSE CLIP-DISPENSER-	DISPENSER,CLIP,3PK,ASTD	PACK	3.080	3.08	41850201
6	1	1	0	307397 99421	PAD,PERF,5X8,CAN,LGL,RLD,12PK	DOZ	3.720	3.72	41850201
7	1	1	0	760478 22230D	PEN,Z-GRIP,BP,RTRCT,MED,DZ,RED	DOZ	2.680	2.68	41850201
8	2	2	0	288587 22220D	PEN,Z-GRIP,RT,BP,MED,DZ,BLUE	DOZ	2.680	5.36	41850201
9	2	2	0	288517 22210D	PEN,Z-GRIP,BP,RTRCT,MED,DZ,BkK	DOZ	2.680	5.36	41850201
10	1	1	0	308239 10004	CLIP,PAPER,JMB,SMTH,OD,10PK	PACK	2.220	2.22	41850201
<p style="font-size: 1.2em; color: blue;">D.O. Office Supplies</p> <p style="font-size: 1.2em; color: blue;">Approved 11/14/12</p> <p style="font-size: 1.2em; color: blue;">(US Bank site)</p>									



*** INVOICE ***

OFFICE DEPOT

6700 AUTOMALL PKWY.
FREMONT CA 94538

Order Number 632031758

Item Details									
Line	Quantity			Item Number Mfg Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						

Thank you for your order. If you have any questions about your order please call us toll free at (888) 263-3423.

Office Depot offers a line of janitorial and sanitation products to keep your office clean and functional. For more information, contact your Customer Service Team or your Account Manager.

Merchandise Total	51.37
Delivery Charge	0.00
Subtotal	51.37
Sales Tax(8.50%)	4.37
Order Total	55.74

Charged To:	
VISA **** * Balance Due	55.74 0.00



1-800-GO-DEPOT
6700 AUTOMALL PKWY.
FREMONT CA 94538

Order Number 632242396

Order Summary

Shipping Address

00007
DISTRICT OFFICE BLD
3401 CSM DR
SAN MATEO CA 94402-3651

Billing Address

00001
SAN MATEO COMM COL DIST-3
3401 CSM DR
SAN MATEO CA 94402-3651

Customer Information

Customer#: 89575415
Contact: NANCY SMITH
Phone#: 650-555-0000

Comments

Carton Counts

Repack / Split Case	1
Full Case	0
Bulk	0
Total	0

Additions/Information

BLDG DISTRICT OFFICE
Route/Stop/Door: 0114/000/029
Order Date: 09-Nov-2012
Delivery Date: 13-Nov-2012

Item Details									
Line	Quantity			Item Number Mlgr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	2	2	0	320960 SWI35108	STAPLE,1/4",SF1,15-25SHT,5M/BX	BOX	1.550	3.10	45075701
2	1	1	0	751383 E91MP-12	BATTERY,ALKALINE,MAX,AA,12PK <i>→ STEVE PANG, Genlctty</i>	PACK	6.230	6.23	45075701
3	1	1	0	877209 14259 DIX14259	PENCIL,TIC,CHECKING,DZ,RED	DOZ	3.070	3.07	45075701
4	2	2	0	869202 65232	CUP,PENCIL,SQR,2-CMPRTMNT,BLK	EACH	4.290	8.58	45075701
5	1	1	0	172510 654YW-12 MMM654YW	NOTE,CANARY,YELLOW,3X3,12PACK	PACK	9.290	9.29	45075701
6	1	1	0	489461 810P10K	TAPE,MGC,SCTH,3/4"X1000",10PK	PACK	21.020	21.02	45075701

Thank you for your order. If you have any questions about your order please call us toll free at (888) 263-3423.

D.O. Office Supplies

Merchandise Total	51.29
Delivery Charge	0.00
Subtotal	51.29
Sales Tax(8.50%)	4.36
Order Total	55.65

Office Depot offers a line of janitorial and sanitation products to keep your office clean and functional. For more information, contact your Customer Service Team or your Account Manager.

Charged To:	
VISA **** * * * *	55.65
Balance Due	0.00

✓ Approved 11-21-12
(US Bank site)

Order Placed: November 16, 2012
Amazon.com order number: 106-9762124-5648254
Order Total: \$27.45

Shipped on November 17, 2012	
Items Ordered	Price
1 of: <i>Logitech USB Desktop Microphone (Black/Silver)</i> Condition: New Sold by: Amazon.com LLC	\$25.30
Shipping Address: Nancy Smith 3401 CSM Drive San Mateo, Ca 94402 United States	Item(s) Subtotal: \$25.30 Shipping & Handling: \$8.58 Super Saver Discount: -\$8.58 ----- Total before tax: \$25.30 Sales Tax: \$2.15 -----
Shipping Speed: FREE Super Saver Shipping	Total for This Shipment: \$27.45 -----

Payment information	
Payment Method: Visa Last digits: xxxx	Item(s) Subtotal: \$25.30 Shipping & Handling: \$8.58 Super Saver Discount: -\$8.58 -----
Billing address Nancy Smith SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT 3401 CSM DR SAN MATEO, CA 94402-3651 United States	Total before tax: \$25.30 Estimated tax to be collected: \$2.15 ----- Grand Total: \$27.45

NOTE: Microphone for recording audio on Banner training videos.

Approved 11-21-12 (US Bank site)

Shipment Summary

Shipment 1 Order Number: 633126922 Estimated Arrival By: 11/20/2012 View Order Details

Order Info

Account: 89575415
Your Order Number Is: 833126922
Company Name: SAN MATEO COMM COL DIST-3
BLDG/RM: DISTRICT OFFICE
Contact: NANCY SMITH
Contact: Contact Phone: (650)555-0000

*COPY PAPER
Central Dupl*

Comments

Payment Info

Credit card
Credit Card Number

Shipping Information

SMCCCD
DISTRICT OFFICE BLD
3401CSM DR
SAN MATEO,
CA
94402-3651
USA

Order Summary

Shipment 1 Order Date: 11/16/2012
delivery date: 11/20/2012 08:30AM-05:00PM Order Number: 633126922

Description	Your Price/unit	Qty - Backorder	Total	Comments
Xerox® High Speed Copy Paper, 8 1/2" x 11", 20 Lb, 92 Brightness, Ream Of 500 Sheets, Case Of 10 Reams Entered Item# 275474 BEST VALUE	\$34.53/ carton	3 0	\$103.59	
			Subtotal:	\$103.59
			Delivery Fee:	FREE
			Miscellaneous:	\$0.00
			Taxes:	\$8.81
			Total:	\$112.40

Reclans

Approved 11/20/12
(US Bank site)

Copy Paper for D.O. Central Duplicating



*** INVOICE ***

OFFICE DEPOT
1800-GO-DEPOT
6700 AUTOMALL PKWY.
FREMONT CA 94538

OrderNumber 633130273

Order Summary

Shipping Address
00007
DISTRICT OFFICE BLD
3401 CSM DR
SAN MATEO CA 94402-3651

Billing Address
00001
SAN MATEO COMM COL DIST-3
3401 CSM DR
SAN MATEO CA 94402-3651

Customer Information
Customer#: 89575415
Contact: NANCY SMITH
Phone#: 650-555-0000

Comments

Carton Counts
Repack / Split Case 1
Full Case 0
Bulk 0
Total

Additional Information
BLDG DISTRICT OFFICE
Route/StopDoor: 0114/000/029
Order Date: 16-Nov-2012
Delivery Date: 20-Nov-2012

Item Details

Line	Quantity			Item Number Mfr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	2	2	0	810838	FOLDER,LTR,1/3CUT,100BX,MANILA	BOX	5.280	10.56	54025501
2	1	1	0	810929	FOLDER,HNG,LTR,1/3CUT,25BX,GRN	BOX	4.640	4.64	54025501
3	1	1	0	991778 2-153LR SMD12734	FOLDER,LETTER,DT,1/3 CUT,RED	BOX	16.190	16.19	54025501
4	2	2	0	550657 680-SH2 MMM680SH2	FLAG,TAPE,"SIGN HERE",2/PK	PACK	3.390	6.78	54025501
5	1	1	0	524896 28175 SAN28175PP	HIGHLIGHTER,ACCENT,RT,5PK,ASTD	PACK	3.510	3.51	54025501
6	1	1	0	288587 22220D	PEN,Z-GRIP,RT,BP,MED,DZ,BLUE	DOZ	2.680	2.68	54025501
7	1	1	0	288517 22210D	PEN,Z-GRIP,BP,RTRCT,MED,DZ,BLK	DOZ	2.680	2.68	54025501
8	1	1	0	326856 5263 AVE5263	LABEL,LSR,SHIP,WHT,250CT	PACK	5.350	5.35	54025501

Thank you for your order. If you have any questions about your order please call us toll free at (888) 263-3423.

DO - Office Supplies

Merchandise Total 52.39
Delivery Charge 0.00
Subtotal 52.39
Sales Tax(8.50%) 4.45
Order Total 56.84

Charged To:
VISA ***** 56.84
Balance Due 0.00

✓ Approved 11/27/12
(US Bank site)