







|   |  |                            |                        |
|---|--|----------------------------|------------------------|
| Bill to:<br>Norma Torres-Manriquez<br>City of Riverbank | Ship to:<br>Norma Torres-Manriquez<br>City of Riverbank<br>6707 Third Street Riverbank,<br>California, 95367<br>United States<br>T: 2098637153 | Quote Number<br>Quote Date | W44993<br>Sep 10, 2020 |
|---|--|----------------------------|------------------------|

|                                       |
|---------------------------------------|
| Shipping Method                       |
| <b>Quote</b><br>Fixed Rate - \$840.00 |

|   | Name   | SKU           | QTY | Price      | Subtotal   |
|---|--|---------------|-----|------------|------------|
|                                    | <b>Mayline Aberdeen 72" W Electric L-Shaped Straight Front Height Adjustable Desk</b><br><i>Color</i><br><i>Grey Steel</i> | MAY-AT58LGS   | 1   | \$1,500.00 | \$1,500.00 |
|                                    | <b>Mayline Medina 3-Drawer Box/Box/File Mobile Pedestal Cabinet</b><br><i>Color</i><br><i>Grey</i>                         | MAY-ABSPLGS   | 1   | \$190.00   | \$190.00   |
|                                  | <b>Mayline Medina MNFF 2-Drawer File/File Mobile Pedestal Cabinet</b><br><i>Color</i><br><i>Grey</i>                       | MAY-MNFFLGS   | 1   | \$250.00   | \$250.00   |
|  | <b>Mayline Sterling STELF 36" 2-Drawer Lateral File</b><br><i>Color</i><br><i>Grey</i>                                     | MAY-STELF-TDW | 1   | \$515.00   | \$515.00   |
|                                  | <b>Quartet InvisaMount 7' x 4' White Magnetic Glass Whiteboard</b>   | QRT-G8548IMW  | 1   | \$373.00   | \$373.00   |
|                                  | <b>Quartet Premium Magnetic 3-in-1 Glass Whiteboard Dry Eraser, Silver</b>   | QRT-SFEB3     | 1   | \$15.00    | \$15.00    |

|  |                                |            |
|--|--------------------------------|------------|
| Shipping include White Glove delivery with assembly on site. | <b>Subtotal</b>                | \$2,843.00 |
|  | <b>Shipping &amp; Handling</b> | \$840.00   |
|  | <b>Tax</b>                     | \$223.89   |
|  | <b>Grand Total</b>             | \$3,906.89 |

106898



**City of Riverbank  
Finance Department  
Purchase Order Requisition Form**

*po # 102620*

|                     |   |                         |  |
|---------------------|---|-------------------------|--|
| <b>Vendor Name:</b> | Digital Buyer, 1  | <b>Vendor #:</b>        |  |
| <b>Address:</b>     | 155 W. Washington Blvd.<br>Suite 306<br>Los Angeles, CA 90015 | <b>Ship To Address:</b> | Riverbank City Hall<br>67007 Third Street<br>Riverbank, CA 95367 |

| Quantity   | Description   | Cost/Unit        | Total Cost | Account #           |
|--|---|------------------|------------|---------------------|
| 1  | Mayline Aberdeen 72" W Electric L-Shaped Straight Front Height Adjustable Desk<br>SKU MAY-AT58LGS<br>Color Grey Steel | \$1,500          | \$1,500    | 138-461-000-702-032 |
| 1  | Mayline Medina 3-Drawer Box/Box/File Mobile Pedestal Cabinet<br>MAY-ABSPLGS 1 \$190.00 \$190.00<br>Color Grey         | \$190            | \$190      | 138-461-000-702-032 |
| 1  | Mayline Medina MNFF 2-Drawer File/File Mobile Pedestal Cabinet<br>MAY-MNFFLGS 1 \$250.00 \$250.00<br>Color Grey       | \$250            | \$250      | 138-461-000-702-032 |
| 1  | Mayline Sterling STELF 36" 2-Drawer Lateral File MAY-STELF-TDW 1<br>\$515.00 \$515.00 Color Grey                      | \$515            | \$515      | 138-461-000-702-032 |
| 1  | Quartet InvisaMount 7' x 4' White Magnetic Glass Whiteboard<br>QRT-G8548IMW   | \$373            | \$373      | 138-461-000-702-032 |
| 1  | Quartet Premium Magnetic 3-in-1 Glass Whiteboard Dry Eraser, Silver<br>QRT-SFEB3                                      | \$15             | \$15       | 138-461-000-702-032 |
| <b>Department:</b> <u>Administration</u>           |   | <b>Subtotal</b>  | \$2,843.00 |                     |
| <b>Division:</b> <u>City Managers Office</u>       |   | <b>Sales Tax</b> | \$223.89   |                     |
| <b>Submitted By:</b> <u>Norma Torres-Manriquez</u> |   | <b>Freight</b>   | \$840.00   |                     |
| <b>Approved By:</b> <u><i>N. Manriquez</i></u>     |   | <b>TOTAL</b>     | \$3,906.89 |                     |

Check all that apply:

- Confirming Purchase Order
- Mail Purchase Order to Vendor



**CITY OF RIVERBANK, CA**  
**6617 THIRD STREET \* RIVERBANK, CA 95367**

## PURCHASE ORDER

BUDGETED ITEM?  Yes  No

**PURCHASE ORDER - NUMBER: 102620**

|  |   |
|--|---|
| <b>To:</b><br>106898<br>DIGITAL BUYER<br>155 W. WASHINGTON BLVD. STE 306<br>LOS ANGELES CA 90015 | <b>Ship to:</b><br>CITY OF RIVERBANK<br>6707 THIRD ST<br>RIVERBANK CA 95367 |
|--|---|

| P. O. Date | Created By | Requested By | Department | Terms |
|------------|------------|--------------|------------|-------|
| 09/23/2020 | Linda      |              |            |       |

| Quantity | Description   | Unit Price          | Total    |
|----------|---|---------------------|----------|
| 1.00     | Desk, 3-drawer pedestal file cabinet, 2-drawe 138-461.000-702.032 | 2,843.00            | 2,843.00 |
|          |   | SHIPPING & HANDLING | 840.00   |
|          |   | TOTAL PO AMOUNT     | 3,906.89 |

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Authorized Signature