PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065 FAX: (916) 568-3145

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

PURCHASE ORDER NO CHANGE ORDER

0001070954

Date	Revision	Page
03/28/2013	1 - 04/10/2013	1
Payment Terms	Freight Terms	Ship Via
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Reference:	and the same of th	Location / Dept
769385 DALY PO	VNC	04DOGH135

Vendor: 0000003789

NAEYC

1313 L STREET N W SUITE 500 WASHINGTON DC 20005

Phone:

(800) 424-2460

email:

X PI)(H

Ship To:

FOLSOM LAKE COLLEGE

RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630 United States

Bill To:

1919 Spanos Court

Sacramento CA 95825-3981

United States

Tax Exempt? N Line-Sch	Use Tax Applicable: Y Item/Description	Quantity	MOU	PO Price	Extended Amt	Due Date
1- 1	NAEYC CODE OF ETHICAL CONDUCT (2005 CODE ED., REAFFIRMED AND UPDATED 2011) ITEM #: 531	100.00	EA	0.43	42.50	04/04/2013
2- 1	CAREERS IN EARLY CHILDHOOD EDUCATION ITEM #: 505	100.00	EA	0.43	42.50	04/04/2013
3- 1	SHIPPING AND HANDLING	1.00	EA	16.00	16.00	04/04/2013

ONLINE QUOTE DATED 2/12/13

4/9/13 - VP CHANGE TO PREPAYMENT LINES 1 TO 3 - CHANGE PRICES INVOICE # 256515 DATED 4/9/13 AS PER BRENDA HANEY'S EMAIL DATED 4/9/13

> Sub Total Amount Sales Tax Amount Total PO Amount

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Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

o the Receiving Department at the site. Failure to do so

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065 FAX: (916) 568-3145

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

PURCHASE ORDER NO CHANGE ORDER

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03/28/2013	1 - 04/10/2013	2
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1313 L STREET N W SUITE 500 WASHINGTON DC 20005

Phone:

(800) 424-2460

email:

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FOLSOM LAKE COLLEGE

RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630 United States

Bill To:

1919 Spanos Court

Sacramento CA 95825-3981

United States

Tax Exempt? N Use Tax Applicable: Y
Line-Sch Item/Description Quantity UOM PO Price Extended Amt Due Date

http://www.losrios.edu/purchasing/povalidation

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Authorized Signature

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PURCHASE ORDER NO

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Date	Revision	Page
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Vendor: 0000003789

NAEYC

email:

1313 L STREET N W SUITE 500 WASHINGTON DC 20005

Phone: (800) 424-2460

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10 COLLEGE PARKWAY FOLSOM CA 95630 United States

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Sacramento CA 95825-3981

United States

Tax Exempt? N Line-Sch	Use Tax Applicable: Y Item/Description	Quantity	/ UOM	PO Price	Extended Amt	Due Date
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2- 1	CAREERS IN EARLY CHILDHOOD EDUCATION ITEM #: 505	100.00	EA	0.43	43.00	04/04/2013
3- 1	SHIPPING AND HANDLING	1.00	EA	28.90	28.90	04/04/2013

ONLINE QUOTE DATED 2/12/13

 Sub Total Amount
 114.90

 Sales Tax Amount
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 Total PO Amount
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http://www.losrios.edu/purchasing/povalidation

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04/01/13

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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.
- ROB 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 uncopyrighted 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 <u>may</u> 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 <u>may</u> 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.

Haney, Brenda

From:

Haney, Brenda

Sent:

Tuesday, April 09, 2013 1:07 PM

To:

Poon, Vivian

Cc:

Alford, Jennifer; Alford, Jennifer; Gorrell, Raelean

Subject:

FW: PO# 0001070954 - NAEYC

Attachments:

DOC040913-04092013110731.pdf

Importance:

High

Vivian -

Yes, pre-payment is acceptable, to meet vendor requirement. Please change PO to pre-pay and forward to Accounting.

Thank you, Brenda Haney

FLC Business Services

室 916.608.6635

M haneyb@flc.losrios.edu

----Original Message----

From: Poon, Vivian

Sent: Tuesday, April 09, 2013 11:25 AM

To: Haney, Brenda Cc: Alford, Jennifer

Subject: PO# 0001070954 - NAEYC

Dear Brenda,

Please note the enclosed and confirm prepayment is acceptable, thanks!

Vivian

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INVOICE

Date Printed: 04/09/2013

Los Rios Community Coll Distr Accounts Payable 1919 Spanos Ct Sacramento, CA 95825

Sacramento, CA 95825

Invoice #	Invoice Date	Amount Due	Due Date
256515	04/09/2013	\$101.00	05/09/2013
Market Control of the	and a second sec		

Form of payment:

☐ Check: \$_____(Make checks payable to NAEYC)

Credit Memo: specify #'s: _____ Total Amount: \$

Credit Card # Expiration Date Signature Date: For: \$

We accept Visa, Master Card, American Express and Discover

For balances due, please return your payment with the form above according to the payment terms from the date of this invoice.

INVOICE

Payment Terms Due Date	Invoice #	Invoice Date	Order#	Customer#	Purchase Order #
Net 30 05/09/2013	256515	04/09/2013	241195	257603	0001070954

Please use the above customer number for all past and future orders and inquiries. Place this number on all communications. Thank you!

Bill To: Los Rios Community Coll Distr
Accounts Payable
1919 Spanos Ct

Ship To: Folsom Lake College
Folsom Lake College
Receiving

10 College Parkway Folsom,CA 95630

Stock#	Tille	Quantity	Unit Price	Item Tota
	Careers in Early Childhood Education	100	\$0.42	\$42.50
<u>505</u>	NAEYC Code of Ethical Conduct (2005 rev.)	. 100	\$0.42	\$42.50
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Invoice #: 256515

NAEYC Resource Sales P.O. Box 96261 Washington, DC 20090-6261

Page 1 of 1

If for any reason it is necessary to return items to NAEYC, please first call 800-424-2460 or 202-232-8777 for return instructions. If the items are returnable you will be issued a Return Merchandise Authorization (RMA). For orders invoiced from10/1/03 a restocking fee of 10% of the subtotal of the value of the items or \$6.50, whichever is greater, will be charged against your credit, unless an item is being returned because of an error or damage in shipping by NAEYC.

Rios Community College Requisition .Page of _ Req. No. 769385 DATE 2-13-13 P.O. NO. Vendor Code VENDOR National ASSC. For Ed. of Young Children **DELIVERY INSTRUCTIONS** Approved ADDRESS 1313 LSt. N.W. Swite 500 Terms STATE DC ZIP 20005F.O.B. Department College/District Location Division Date Required **ORDERED AMOUNT** DESCRIPTION QUANTITY TOTAL PRICE UNIT PRICE ITEM GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES UNIT *Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION. 1 00 2 3 4 5 S 6 0 0 0 0 0 0 0 0 0 0 7 0 8 9 10 11 12 13 Purchases Charged to Categorical Programs, Grants or Special Projects SalesTax This purchase is in compliance with the requirements of... For grants/special projects Total Project/Grant Number \$ 124.08 I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and 22050 / 0000/2013/ 100P Program Sub-Class BY Proj/Grnt REQUESTED BY: TYPED/PRINT REQUESTED BY: DATE SIGNATURE Bus. Unit Account * AUTHOR DEAN OR AUTHORIZED SIGNATURE Program Sub-Class BY Proj/Grnt Amount * Asset Location -For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed. VICE PRESIDENT, ADMINISTRATION Location Code Dept. Instructions on Reverse Building Room No. GS #127 08/06

College Requesting: Yellow

District Office: White

Requestor: Pink

AreaDean: Goldenrod



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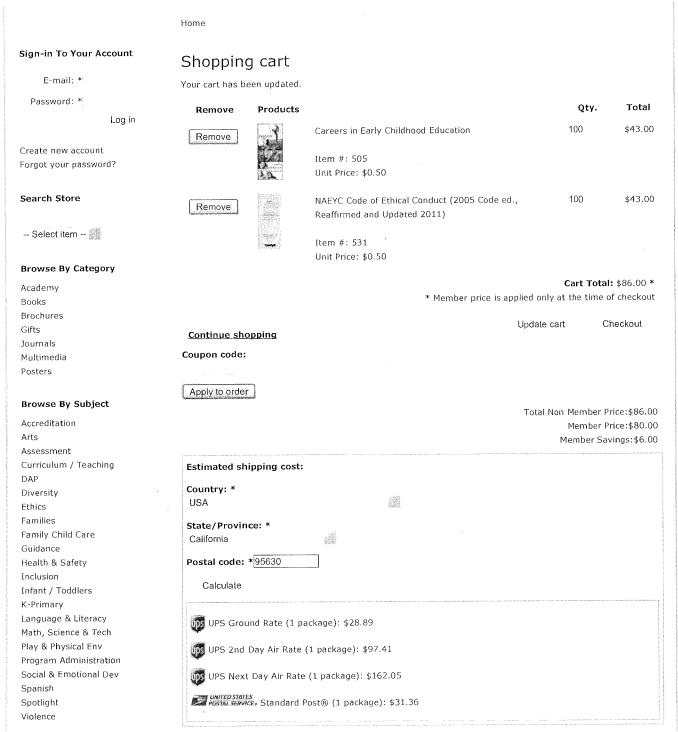
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Infant / Toddlers

K-Primary

Language & Literacy Math, Science & Tech

Play & Physical Env

Program Administration

Social & Emotional Dev

Spanish

Spotlight

Violence

Brochures



Item #: 505

Non-member price: \$0.50

Member price: \$0.40 Oty Discount: \$0.43

Add to cart



Item #: 576

Non-member price: \$0.50

Member price: \$0.40 Qty Discount: \$0.43

Add to cart

Careers in Early Childhood Education

Brochures

This brochure describes what it takes to work with young children, as well as options for training and job opportunities.

Play is FUNdamental

Brochures

By Janet Brown McCracken

In early child development, play time is a time to learn and develop skills for children's future. Play is FUNdamental is a descriptive guide of how parents and teachers can make children's play an enriching experience. This brochure details several approaches to encouraging positive social and creative thinking skills in young children.



Item #: 533 Non-member price: \$0.50

Member price: \$0.40 Qty Discount: \$0.43

Add to cart

When Disaster Strikes: Helping Young Children Cope

Brochures

By J. M. Farish

An important guide to helping children cope with natural disasters or violent experiences. Thoroughly updated to reflect a post 9/11 society, this useful brochure offers caregivers, teachers, and families essential information on how to reaffirm children's feelings of safety and security when they are confronted with unsettling events within their communities or through the media. Also includes guidelines for adults dealing with stressful events so that they can better aid children.

Item #: 568

Non-member price: \$0.50 Member price: \$0.40

Qty Discount: \$0.43 Add to cart

Books to Grow On: African American Literature for Young Children

Brochures

Introducing young children to books they find appealing is crucial in developing their literacy skills and love of reading. Organized by reading level, the annotated book list gathers outstanding children's literature that interests African American children and other young readers as well.

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Health & Safety

Inclusion

Infant / Toddlers

K-Primary

Language & Literacy

Math, Science & Tech

Play & Physical Env

Program Administration Social & Emotional Dev

Spanish

Spotlight

Violence

Brochures



Item #: 5389

Non-member price: \$24.00 Member price: \$19.20

Qty Discount: \$20.40

Add to cart

Accreditation Information Brochure Kit

Academy | Brochures

Display kit for use by early childhood education programs to promote NAEYC Accreditation and the process. The display includes:

Acryllic 9" x 9.25" double pocket literature stand. NAEYC Accreditation logo and

Right Choice for Kids website imprinted on front of the stand

25 copies of NAEYC Accreditation: The Right Choice for Kids (Item #538)

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This guide is designed to help families make the right choice when looking for a high-quality program for their young children and understand that programs accredited by NAEYC are the gold standard in their community. Based on the 10 NAEYC Early Childhood Program Standards, families will be better informed on the components necessary for early childhood program excellence.



NAEYC Accreditation: The Right Choice for Kids

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This brochure, designed for families and the community, describes NAEYC's Accreditation process and emphasizes its role in assuring high-quality early childhood education. It includes information about NAEYC's assessment of programs to insure a safe, nurturing, and creative environment with activities