



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway
Folsom, CA 95630

PURCHASE ORDER NO. CBF13014

PRE-PAY

PO Date: Aug 20, 2012 Date Required:

Ordered By: TIM MCHARGUE Requisition #: 34002

VENDOR: MASTER PRINTING
11235-B COLOMA ROAD
GOLD RIVER CA 95670
Email: kim@masterprinting.net

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

PH: 916.638.8325 FAX: 916.638.2059

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	PRINTING_ART POSTER_1 FOR DSPS 2013 ART SHOW 8.5 X 111" WHITE 20# BOND, COPIED ON I SIDE LOT QTY : 200	1.00	LOT	\$40.000	\$40.00
2	PRINTING_ART POSTER_2 FOR DSPS 2013 ART SHOW 8.5 X 111" WHITE 20# BOND, COPIED ON I SIDE LOT QTY : 200	1.00	LOT	\$40.000	\$40.00
	FOR WILL CALL: VENDOR REQUESTS PRE-PAY/COD TIM MCHARGUE TO PICK-UP ORDER				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

Sub Total

State Tax %

State Tax

Shipping

Total PO Amount

NOTICE TO VENDOR:
ALL FUTURE ORDERS FOR FOLSOM LAKE COLLEGE
REQUIRE A SIGNED AUTHORIZED PURCHASE ORDER
BEFORE PRINTING WORK BEGINS.

All shipments, invoices, and correspondence must be identified with our Purchase Order Number
Direct all deliveries and delivery documents to the SHIP TO address.
Direct all correspondence and invoices to the BILL TO address.
NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE

Patricia Kuplen 8/20/12

FOLSOM LAKE COLLEGE
EL DORADO CENTER • RANCHO CORDOVA CENTER

CHECK ONE

- ASG(71,72)
- College Act. Trust(81.89)
- Foundation(83)
- IR(13, 14)
- Three Stages(55)

CAMPUS-BASED REQUISITION

DATE 8/14/12
 VENDOR Master Printing
 ADDRESS 11235-B Coloma Rd
 CITY Gold River
 STATE Ca ZIP 95670

REQ. # CBF 34002
 PO REQUIRED(circle one) YES NO
 P.O. # CBF _____
 DATE REQUIRED 8/17/12

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Art Posters 8.5 x 11" 20#				
2	band, copied on 1 side	400		.20	80.00
3					
4	Event Dates:				
5	Oct. 29 - Nov. 1 2012				
6					
7					
8					
9					
10					

Check Distribution

- Call Student, Hold for pick up # _____
- Call DSPS - Tim Hold for pick up # 608-6711
- Forward to _____
- Inter-Campus mail to _____
- USPS mail
- Other _____

Sub-Total	80.00
Sales Tax	16.20
Freight	
TOTAL	86.20

DSPS Act Show Bant L 9550 81/FLVA.BSPF 50401 400F \$86.20

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

AUTHORIZED J.E. McQuinn
 Club Officer/Requestor
 APPROVED D. S. Hel
 Faculty Advisor/Administrator

Business Services Use Only

Budget Checked

Voucher # 34002

Warrant # 1415

Vendor ID 1147

Date 8/21/12

Date 8/21/12

11235-B Coloma Road • Gold River, CA 95670
 (916) 638-8325 Phone • (916) 638-2059 FAX
 Mac: mac@masterprinting.net • PC: pc@masterprinting.net

Estimate

No. **E#15836**

1
 Aisha Garroni
 Folsom Lake College DSPS Clerk

Date 8/10/12

Customer P.O. No.

Phone: 608-6611

QUANTITY	DESCRIPTION	AMOUNT										
200 200	Art Poster, 8.5 x 11 White 20# BOND , copied on 1 side Art Poster 2, 8.5 x 11 White 20# BOND , copied on 1 side	40.00 40.00										
<i>Kim@masterprinting.net</i> <i>Kim@masterprinting.com</i>												
Taken by: Kim Account Type: COD Please pay from this invoice. Thank you!	File Originals Wanted: Wed 8/15 Art Poster 2 Flyer & Art Poster Flyer	<table border="0"> <tr> <td>SUBTOTAL</td> <td style="text-align: right;">80.00</td> </tr> <tr> <td>TAX</td> <td style="text-align: right;">6.20</td> </tr> <tr> <td>SHIPPING</td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">86.20</td> </tr> <tr> <td>AMOUNT DUE</td> <td style="text-align: right;">86.20</td> </tr> </table>	SUBTOTAL	80.00	TAX	6.20	SHIPPING		TOTAL	86.20	AMOUNT DUE	86.20
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TOTAL	86.20											
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MASTER PRINTING

11235-B Coloma Road • Gold River, CA 95670

(916) 638-8325 Phone • (916) 638-2059 FAX

Mac: mac@masterprinting.net • PC: pc@masterprinting.net

POST CBF 13014

Invoice

No. **56185**

Date 8/10/12

Customer P.O. No.

1
Aisha Garroni
Folsom Lake College DSPS Clerk

Phone: 608-6611

REP 34 002

QUANTITY	DESCRIPTION	AMOUNT
200	Art Poster, 8.5 x 11 White 20# BOND , copied on 1 side	40.00
200	Art Poster 2, 8.5 x 11 White 20# BOND , copied on 1 side	40.00
Pd. Acc# 1415 8/21/12.		
Taken by: Kim Account Type: COD Please pay from this invoice. Thank you!		File Originals Wanted: Wed 8/15 Art Poster 2 Flyer & Art Poster Flyer
		SUBTOTAL 80.00
		TAX 6.20
		SHIPPING
		TOTAL 86.20
		AMOUNT DUE 86.20

Haney, Brenda

From: Haney, Brenda
Sent: Friday, August 10, 2012 3:46 PM
To: 'Kim Mackey'
Subject: MASTER PRINTING_INV# 56185_FOR: FOLSOM LAKE COLLEGE/DSPS
Attachments: pc@masterprinting.net_20120810_144956.pdf

Importance: High

Hi Kim – Appreciate your help today.

Thank you for this invoice. I have received your other separate emails with regard to order specifications and estimate.

From here we need to have the requesting DSPS department re-do some of their paperwork to authorize this purchase. Once that's complete we can issue PO and process your invoice for payment. However, this will not all be done by Monday, more like a 5-10 days. I will send you an email once check is ready for release. Meanwhile you can hold our if that is your policy.

Please feel free to contact me if you have any questions.

Thank you,
Brenda Haney
Folsom Lake College
Business Services
10 College Parkway
Folsom, CA 95630
Phone: 916.608.6635
Fax: 916.608.6553
E-Mail: haneyb@flc.losrios.edu

From: Kim Mackey [<mailto:kim@masterprinting.net>]
Sent: Friday, August 10, 2012 2:53 PM
To: Haney, Brenda
Subject: Invoice

Attached is the invoice for the order placed early this morning. I will send you all the emails between her and I in separate emails. Please let me know if there is anything else you need.

Kim

>
>

Haney, Brenda

From: Haney, Brenda
Sent: Friday, August 10, 2012 3:38 PM
To: Carrillo, Kimberley
Cc: Ely, Aiden; Visentin, Deana
Subject: YOUR ACTION REQUIRED_CBF_REQ#32572_MASTER PRINTING
Attachments: Fwd: Price Quote; SKonica2-bu12081013020.pdf; SKonica2-bu12081013021.pdf; SKonica2-bu12081013022.pdf; Purchasing Tip: Requisition Responsibly

Importance: High

Hi Kim –

YOUR AREA/DEPT ACTION IS REQUIRED:

Attached REQ# 32572 (received today), is on HOLD pending the following:

See Road 8/17
1) Please re-write requisition using the current **Campus Based Requisition form Rev:2/11** (sample copy attached).

- to Desk PO 8/20
Road 8/17
emailed
- a. Include Event Date for DSPS Art Show
 - b. Provide Check Distribution Instructions – (in this case - BSO can mail to vendor or Hold in Will Call for Area/Dept. to take to vendor).
 - c. Complete both Requestor and Dept. Administrator signatures
- Attach a **Letter of Explanation for Unauthorized Purchase** (Required) – See attached *Requisition Responsibility* (this applies to CBF requests too).
- i. BSO has contacted this vendor and confirmed this printing order has already been completed, and awaiting pick-up w/ COD.
 - ii. We cannot pay from estimate alone, and vendor will not issue Invoice without a PO.

OUR STEPS:

- Once we receive the re-written CBF REQ and required attachments – BSO will issue PO to vendor.
- Vendor will then provide itemized invoice for pre-payment
- Payment will be processed in our weekly CBF Check run.
- Once ready for release, Check - will be distributed based on your requested instructions.

Please Note: CBF Checks are run each Tuesday (noon) – REQs must be received in BSO by 3:00 pm the Monday prior (or sooner), in order to be included in that week's check run. REQs received later will be processed in the following week's check run.

Thank you,
Brenda Haney
FLC Business Services
916.608.6635

, Kimberley

Sent: Friday, August 10, 2012 2:23 PM
To: Visentin, Deana; McHargue, Tim
Cc: Siracusa, Dawn
Subject: RE: Art Account

Haney, Brenda

From: Carrillo, Kimberley
Sent: Friday, August 17, 2012 4:12 PM
To: Visentin, Deana
Cc: Haney, Brenda; Siracusa, Dawn
Subject: FW: YOUR ACTION REQUIRED_CBF_REQ#32572_MASTER PRINTING
Attachments: Fwd: Price Quote; SKonica2-bu12081013020.pdf; SKonica2-bu12081013021.pdf; SKonica2-bu12081013022.pdf; Purchasing Tip: Requisition Responsibly; Letter of Explanation for Unauthorized Purchase

Importance: High

Dee

Please see attachment "Letter Of Explanation".

Thanks,
Kim

From: Visentin, Deana
Sent: Friday, August 17, 2012 1:55 PM
To: McHargue, Tim
Cc: Carrillo, Kimberley; Haney, Brenda
Subject: FW: YOUR ACTION REQUIRED_CBF_REQ#32572_MASTER PRINTING
Importance: High

2nd Request.

Tim,

I received your voice mail, and I'm assuming you're calling regarding the Master's Printing invoice that is outstanding. I just received the req on my desk.

I'm forwarding it to Brenda for processing, but until we receive item "d" listed on Brenda's original e-mail (included below), no payment will be issued to vendor.

If this doesn't answer your question, please let me know.

Dee

From: Haney, Brenda
Sent: Friday, August 10, 2012 3:38 PM
To: Carrillo, Kimberley
Cc: Ely, Aiden; Visentin, Deana
Subject: YOUR ACTION REQUIRED_CBF_REQ#32572_MASTER PRINTING
Importance: High

Hi Kim –

YOUR AREA/DEPT ACTION IS REQUIRED:

Attached REQ# 32572 (received today), is on HOLD pending the following:

Visentin, Deana

From: McHargue, Tim
Sent: Friday, August 17, 2012 3:55 PM
To: Carrillo, Kimberley
Cc: Hill, Dave; Siracusa, Dawn
Subject: Letter of Explanation for Unauthorized Purchase

*Revd
8/17*

To Whom It May Concern,

We are commencing preparation for our 5th Annual Disability Awareness Art Show. The first order of business is to solicit artwork from students at all four colleges. This is done via flyers sent to the campuses and art faculty.

We have ordered these flyers, at the cheapest price available, from Masters Printing in Rancho Cordova. We have used Masters for the last three years for these flyers.

This is the first time we have ever requested a check in advance and were not entirely familiar with the process. Since the funds were not part of the official DSPS budget but rather a "club account" we did not realize the process involved for such a transaction.

We are now fully informed of the necessary steps for requesting funds and will comply in the future.

Thank you,

Tim McHargue
DSPS Coordinator