



10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF13019**

\*CHANGE ORDER\_11-28-12

PO Date: 10/09/2012 Date Required: 10/3/2012

Ordered By: DAVID WILLIAMS Requisition #: 34956

VENDOR: UC REGENTS / UNIV OF CA - DAVIS  
222 WRIGHT HALL / 1 SHIELDS AVE  
DAVIS CA 95616  
DEPT OF THEATRE & DANCE\_ROXANNE FEMLING

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: 530.752.0740 FAX: 530.752.8818

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	COSTUME RENTALS FOR_FOLSOM LAKE COLLEGE THEATRE ARTS_ FALL 2012 PRODUCTION OF "ROMEO and JULIET"	1.50	LOT	\$381.500	\$572.25
2	50% DISCOUNT	1.50	LOT	\$-190.750	\$-286.13
	RENTAL DATE: 10/03/2012 TRIAL DATE: 11/02/2012 RETURN DATE: 12/02/2012				
	*CHANGE ORDER 11/28/12 - PO REDUCED BY \$238.12 PER AREA REQ#_34973 DATED 11/20/12, FOR REVISED RENTAL INVOICE # 0001144.				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

Rental Returns Notification Required:  
Email to: haneyb@flc.losrios.edu  
Invoice# 0001144 \_ to be paid upon confirmation of  
rental returns.

State Tax %

Sub Total

State Tax

Shipping

Total PO Amount

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

*Kathleen Kuklin* 11/28/12

## LOS RIOS COMMUNITY COLLEGE DISTRICT

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.
8. **FOB 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 may 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 may 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.

**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**

11-20-12

DATE

VENDOR UC Davis - Dept. of Theatre REQ. # CBF 34973

ADDRESS 222 Wright Hall - Shields Ave NO REQUIRED(circle one) YES

CITY Davis

P.O. # CBF 13019 Orig Order 11/28/12

STATE CA ZIP 95616

DATE REQUIRED \_\_\_\_\_

2012 NOV 21 A 7:00  
FLC BUSINESS SERVICES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Invoice - Firm Receipt dated 10/3/12				\$286.13
2	no. 0001144				
3					
4	Rental of Costumes for FA12 Theatre				
5	production of Romeo + Juliet.				
6					
7					
8					
9					
10					

**Check Distribution**

Call Student, Hold for pick up # \_\_\_\_\_

Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_

Forward to \_\_\_\_\_

Inter-Campus mail to \_\_\_\_\_

USPS mail

Other \_\_\_\_\_

Sub-Total	\$286.13
Sales Tax	0
Freight	
<b>TOTAL</b>	<b>\$286.13</b>

Theatre Arts SCOFL 5601 111 FLVIARD7 10070 00000 077A \$286.13

Account Name Bus Unit Account Fund Department Program Class Project Amount

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

AUTHORIZED Bruce Nielsen  
Club Officer/Requestor

APPROVED [Signature]  
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked \_\_\_\_\_ Vendor ID \_\_\_\_\_

Voucher # \_\_\_\_\_ Date \_\_\_\_\_

Warrant # \_\_\_\_\_ Date \_\_\_\_\_

# Invoice

University Of California, Davis  
 Department of Theatre and Dance  
 222 Wright Hall  
 1 Shields Ave  
 Davis, CA 95616

*Final Rental list  
 Revised invoice*

Customer #   
 Name Rebecca Redmond  
 Company Folsom Lake College  
 Address 10 college parkway  
 City Folsom  
 State CA Zip 95630  
 Phone 916-284-9886

Invoice Number   
 Invoice Date 10/3/2012  
 Rental Date 10/3/2012  
 Trial Date 11/2/2012  
 Return Date 12/2/2012

Item Number	Quantity	Description	Unit Price	Amount
<i>chg</i>	11	belts (2ropes; 1sambrown; 3 brown leather; 4blk leather; 1whiteelasticbelt w/ blk button)	\$3.00	\$33.00
<i>chg</i>	2	aprons (fancy bib, and one distressed)	\$5.00	\$10.00
<i>no chg</i>	1	short slip	\$3.00	\$3.00
<i>chg</i>	1	1930s dresses ( 1shiny pink with draping)	\$30.00	\$30.00
<i>ADD</i>	3	police hats	\$5.00	\$15.00
<i>chg</i>	1	1930s dresses (1navy collared w/ buttons;)	\$30.00	\$30.00
<i>cha</i>	2	friar robes (1dark brown; 1 light brown with beige)	\$10.00	\$20.00
<i>no chg</i>	1	black tail coat	\$30.00	\$30.00
<i>ADD</i>	2.5	prs. of knee pads (one white; blk; and maroon)	\$3.00	\$7.50
			\$0.00	\$0.00
<i>no chg</i>	1	khaki military 2pc suit	\$40.00	\$40.00
<i>chg</i>	4	vests (3blk; 1brown&gold)	\$10.00	\$40.00
<i>no chg</i>	6	ties ( 3 blue and 3 blk)	\$2.00	\$12.00
<i>ADD</i>	2	war medals (all gold with blk stones&orange center; blue&yellowribbonw/bluestone)	\$2.00	\$4.00
<i>ADD</i>	3	police jackets	\$20.00	\$60.00
<i>ADD</i>	3	war medals(red ribbonw/bluestripe;blk&white ribbon; red and white ribbon)	\$2.00	\$6.00
<i>ADD</i>	7	leather frogs(sword holsters)	\$3.00	\$21.00
<i>ADD</i>	4	hats (1.blk velvet; 1 cream felt) & ( 1 grey fedora; 1 khaki military)	\$5.00	\$20.00

Subtotal	\$381.50
<i>50%</i> Discount	-\$190.75
<input type="text" value="1.5"/> Weeks	\$286.13
DCFee	
Addtl Fee	

**Order Total \$286.13**

Please make checks payable to  
 UC Regents

Payments	<input type="text"/>
Balance	\$286.13

**FOLSOM LAKE COLLEGE**  
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF13019**

FLC - THEARTE ARTS

PO Date: 10/09/2012

Date Required: 10/3/2012

Ordered By: DAVID WILLIAMS

Requisition #: 34956

VENDOR: UC REGENTS / UNIV OF CA - DAVIS  
222 WRIGHT HALL / 1 SHIELDS AVE  
DAVIS CA 95616  
DEPT OF THEATRE & DANCE\_ROXANNE FEMLING

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: 530.752.0740

FAX: 530.752.8818

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	COSTUME RENTALS FOR_FOLSOM LAKE COLLEGE THEATRE ARTS_ FALL 2012 PRODUCTION OF "ROMEO and JULIET"	1.50	LOT	\$699.000	\$1,048.50
2	50% DISCOUNT	1.50	LOT	\$-349.500	\$-524.25
	RENTAL DATE: 10/03/2012 TRIAL DATE: 11/02/2012 RETURN DATE: 12/02/2012				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

Rental Returns Notification Required:  
Email to: haneyb@flc.losrios.edu  
Invoice# 0001144 \_ to be paid upon confirmation of  
rental returns.

State Tax %

Sub Total

State Tax

Shipping

Total PO Amount

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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

*Kathleen Kuklin* 10/10/12

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

10-9-12  
DATE

VENDOR UC Davis - Dept. of Theatre & Dance # CBF 34956

ADDRESS 200 Wright Hall PO REQUIRED(circle one) YES

CITY Davis P.O. # CBF 13019

STATE CA ZIP 95614 DATE REQUIRED \_\_\_\_\_

2012 OCT -9 P 2:45  
 F.I.C BUSINESS SERVICES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Invoice/Quote No. 0001144 dated				\$524.25
2	10/3/12				
3					
4	Rental of Costumes for FA12 Theatre				
5	production of "Romeo & Juliet."				
6					
7					
8					
9					
10					

Check Distribution

Call Student, Hold for pick up # \_\_\_\_\_  
 Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_  
 Forward to \_\_\_\_\_  
 Inter-Campus mail to \_\_\_\_\_  
 USPS mail  
 Other \_\_\_\_\_

Sub-Total	\$524.25
Sales Tax	
Freight	
<b>TOTAL</b>	<b>\$524.25</b>

Theatre Arts SCDFL / 5601 / 14 / PL VI ART / 10070 / 100000 / 077A \$ \_\_\_\_\_  
 Account Name                      Bus Unit                      Account                      Fund                      Department                      Program                      Class                      Project                      Amount

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

AUTHORIZED Ruth C. Nielsen  
 Club Officer/Requestor  
 APPROVED [Signature]  
 Faculty Advisor/Administrator

Business Services Use Only  
 Budget Checked  Vendor ID 472  
 Voucher # \_\_\_\_\_ Date \_\_\_\_\_  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_

# Invoice

University Of California, Davis  
 Department of Theatre and Dance  
 222 Wright Hall  
 1 Shields Ave  
 Davis, CA 95616

Customer #   
 Name Rebecca Redmond  
 Company Folsom Lake College  
 Address 10 college parkway  
 City Folsom  
 State CA Zip 95630  
 Phone 916-284-9886

Invoice Number   
 Invoice Date 10/3/2012  
 Rental Date 10/3/2012  
 Trial Date 11/2/2012  
 Return Date 12/2/2012

Item Number	Quantity	Description	Unit Price	Amount
	6	belts (2ropes; 1sambrown; 3 leather)	\$3.00	\$18.00
	3	aprons (fancy bib, and one waiter's apron and one distressed)	\$5.00	\$15.00
	1	short slip	\$3.00	\$3.00
	2	1930s dresses (1blk with sleeves and shiny buttons; 1shiny pink with draping)	\$30.00	\$60.00
	2	1930s dresses ( 1baby blue w/ belt; light green and white w/ square pattern)	\$30.00	\$60.00
	3	1930s dresses (1red w/ polkadots w/ buttons; 1purple Lsleeve w/ beading; 1white)	\$30.00	\$90.00
	3	1930s dresses (1navy collared w/ buttons; 1grey; 1 red with spagetti straps)	\$30.00	\$90.00
	3	friar robes (1dark brown; 2 light brown with beige)	\$10.00	\$30.00
	1	black tail coat	\$30.00	\$30.00
	1	tan military jacket	\$20.00	\$20.00
	4	2pc suits (1blkw/stripes;1w&blk; 1greystripes;1bluw/stripes)	\$40.00	\$160.00
	1	khaki military 2pc suit	\$40.00	\$40.00
	6	vests (3blk; 1blkredgrey; 1green; 1brown&gold)	\$10.00	\$60.00
	6	ties ( 3 blue and 3 blk)	\$2.00	\$12.00
	2	lingerie short slips	\$3.00	\$6.00
	1	khaki military hat	\$5.00	\$5.00
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-

Subtotal	\$699.00
Discount	-\$349.50
<input type="text" value="1.5"/> Weeks	\$524.25
<input type="text"/> DCFee	
Addtl Fee	

**Order Total \$524.25**

Please make checks payable to  
 UC Regents

Payments	<input type="text"/>
Balance	\$524.25