



**LIMITED PURCHASE ORDER**  
 (Not to Exceed \$200.00)

Date 2-22-13  
 F.C. BUSINESS SERVICES

~~2013 FEB 25 12:35~~

VENDOR NAME AND ADDRESS: David Williams C/O FLC Business Services	DELIVERY INSTRUCTIONS: (Check one) FL4-128 <input checked="" type="checkbox"/> Deliver to Address Below <input type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Employee Reimbursement for					\$ 101.67
2	David Williams purchase of 12/19/12					
3	for LREED Chancellor's office artwork					
4						
5						
6						
7						
8						
9						
10	out-of-pocket reimbursement					

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of:  Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL	\$ 101.67
	SALES TAX	\$ 7.88
	<b>TOTAL</b> (Not to Exceed \$200.00)	<b>\$ 109.55</b>

**VENDOR:** Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$200.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I/WE 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 laws.

Requested by: David Williams DATE: 2-22-13

Requested by: [Signature] SIGNATURE DATE: 2.23.13

Approved: [Signature] DEAN OR OTHER AUTHORIZED SIGNATURE DATE: 3/1/2013

Approved: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE: \_\_\_\_\_

Received by	Date
<u>GENFD / 4500 / 11 / FL.VI.DIVV</u>	
Bus. Unit Account Fund Org	
<u>60100 / 00000 2013 / 101E</u>	\$ 109.55
Program Sub-Class BY Proj/Grnt	Amount
Bus. Unit Account Fund Org	
	\$
Program Sub-Class BY Proj/Grnt	Amount

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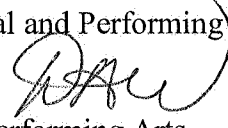
F O L S O M L A K E C O L L E G E  
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

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INTEROFFICE MEMORANDUM

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**TO:** Brenda Haney, Business Services  
Ruth Nielsen, Visual and Performing Arts

**FROM:** David Williams   
Dean, Visual and Performing Arts

**SUBJECT:** Unauthorized Purchase: Aaron Brothers

**DATE:** 12/21/2012

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I submitted a reimbursement for framing supplies from Aaron Brothers on 12/21/12. This purchase was in fulfillment of a commitment the college made to supply student artwork suitable for display in the Los Rios Community College District Chancellor's office in Sacramento. Due to the compressed time frame for supplying this work, Vice President of Instruction David Newnham authorized me to use my personal credit card for this purchase. This is considered by the district to be an unauthorized purchase.

I am familiar with institutional budgetary practices, and all options were discussed prior to utilizing my personal credit card. Ultimately, the VPI encouraged me to move forward to meet our commitment. This was a unique situation and will not happen again.

Thank you for your consideration.

Thank you.

Aaron Brothers #239  
2761 E. Bidwell St. Suite 200  
Folsom, CA 95630

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916-984-9397 12-19-12 500239 R003

CUSTOMER RECEIPT COPY

22X28 CONTEMPO BLK	36.99
0001064948	
20X30 BLK SIGNATURE	30.99
0001084995	
22X28 CFE SIGN	30.99
0001143320	
QUICK FRAMING	14.00
0000080141	
COUPON	.00
0000979005	
DISCOUNT	-11.30
	112.97 - 10.00%

SUB TOTAL	101.67
SALES TAX	7.88
TOTAL	109.55
AMOUNT TENDERED	
MC/VISA	109.55
CARD #:	*****6776
EXP DATE	****
AMOUNT	109.55
AUTH CODE	183778

TOTAL PAYMENT 109.55

40% OFF ONE REGULAR PRICED ITEM

excludes custom framing

excludes Aaron Brothers Best

VALID 12/24/12-12/30/12 SKU #796656

#90348 12-19-12 01:13P A.J.

Visit us at [www.aaronbrothers.com](http://www.aaronbrothers.com)