

FOLSOM LAKE COLLEGE

100 SCHOLAR WAY • FOLSOM, CA 95630
TELEPHONE (916) 608-6549

CHECK NO. **FL-00808**

THIS CHECK NOT TO EXCEED \$250.00 VENDOR NO. **0000003279**

DATE **May 09, 2013**

LOCATION **09**

TO **COSTCO**

5/30/13 to AORS

Pa 94-67548

6/21/13

\$58.17

REQUISITIONED BY
REQ# 758445 Williams, A / B. Bell

| | | | | | | | | |
|-------------|-----------|------|-------------------|--------------|--------------|-------------|---------------|--------|
| 696A | 12 | | FL.VA.OPPC | 67100 | 00000 | 2013 | 696A | |
| BUS UNIT | ACCOUNT | FUND | DEPARTMENT (ORG) | PROGRAM | CLASS | BY | PROJECT/GRANT | AMOUNT |

| | | | | | | | | |
|----------|---------|------|------------------|---------|-------|----|---------------|--------|
| | | | | | | | | |
| BUS UNIT | ACCOUNT | FUND | DEPARTMENT (ORG) | PROGRAM | CLASS | BY | PROJECT/GRANT | AMOUNT |

| QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | EST. TOTAL AMOUNT |
|---|------|---|------------|-------------------|
| | | FOOD AND SUPPLIES FOR: Celebration of Excellence Event May 10, 2013 | | |
| <p>THIS CHECK NOT TO EXCEED \$250.00</p> <p>RECEIVED BY: <u><i>[Signature]</i></u></p> <p>DATE: <u><i>5/10/13</i></u></p> | | | | |


| | | | |
|--|--|--|--|
| FOLSOM LAKE COLLEGE REVOLVING FUND ACCOUNT 100 Scholar Way • Folsom, CA 95630 | BANK OF AMERICA GOVERNMENT BANKING | CHECK No. FL-00808 DATE: May 09, 2013 | 11-35 1210 |
| Folsom Lake College will pay to the order of: | | ***** COSTCO ***** | |
| <i>Fifty-eight & 7/100</i> | | \$ <i>58.17</i> | (NOT TO EXCEED \$250.00) *THIS CHECK VOID 60 DAYS FROM DATE DRAWN |
| DOLLARS | | COPY NOT NEGOTIABLE | |
| ADMINISTRATIVE SERVICES | | | |

May 10, 2013

Letter of Explanation

To Whom It May Concern:

In my effort to assist in getting the funds to Yvonne so she could pick up the items from Costco for the event tonight, Celebration of Excellence, I forgot to inform her that she needed a receipt per checks. One check should have been used to purchase the in store items which cost \$200.23 and the other was to be used for pre-paid cakes which cost \$107.94.


Angela Williams


Yvonne Price

TO AOPS:

Total Combined Purchases

| | |
|--------------|-----------|
| ① REC 758445 | \$ 107.94 |
| ② REC 758437 | \$ 200.23 |
| | <hr/> |
| | \$ 308.17 |

Pre-Pay - CAKES
Other Food/Supplies
(Point of Sale)

① Check # FLO0808 should have been written for:
\$107.94 w/ separate receipt. Pre-Pay for cakes
to be Will Called later in day.

(CK - was actually written for \$ 58.17)

② Check # FLO0809 should have been written for:
\$200.23 w/ separate receipt - for items
not pre-paid (plu'd at time of purchase)

(CK - was actually written for \$ 250.-)

B. L. L. L.
FLC/BSD.

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. 758445

P.O. NO.

| | |
|-------------|----------------------------------|
| Vendor Code | DATE <u>5/9/13</u> |
| Approved | VENDOR <u>Costco</u> |
| Terms | ADDRESS _____ |
| F.O.B. | CITY _____ STATE _____ ZIP _____ |
| | PHONE _____ FAX _____ |

| DELIVERY INSTRUCTIONS | |
|---------------------------------|---------------------|
| Location Code _____ | |
| College/District Location _____ | Department _____ |
| Division _____ | Date Required _____ |

| ITEM | DESCRIPTION | ORDERED | | AMOUNT | |
|------|---|----------|------|------------|-------------|
| | | QUANTITY | UNIT | UNIT PRICE | TOTAL PRICE |
| | *Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION. | | | | |
| 1 | Food & supplies for CAKES. | 6 | EA | 17.99 | 107.94 |
| 2 | for celebration of Excellence | | | | |
| 3 | May 10, 13 | | | | |
| 4 | | | | | |
| 5 | Not to Exceed \$250 | | | | |
| 6 | | | | | |
| 7 | REVL PER # FLO0808 | | | | |
| 8 | Costco (combined receipts 5/10/13) | | | | |
| 9 | (partial XRF REQ # 758437) | | | | |
| 10 | Pre-Pay WILL CALL Separate Receipt Required | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |

| | | | |
|---|---|--------------|---------------|
| Purchases Charged to Categorical Programs, Grants or Special Projects | | Sales Tax | <u>0</u> |
| This purchase is in compliance with the requirements of <u>Celebration of Excellence, grant</u> | | Total | <u>107.94</u> |
| Program Director/Coordinator Signature <u>Shawna (S)</u> | Program Name <u>696A</u> Project/Grant Number | | |
| Program Goal/Objective Number/Explanation | | | |

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 laws.

REQUESTED BY: Angela Williams DATE 5/9/13

REQUESTED BY: [Signature] DATE 5/9/13

AUTHORIZED: [Signature] DATE 5/9/10

APPROVED: [Signature] DATE 5/9/13

Genfd / 4500 / 12 / FL.VS.OFFC

| | | | | |
|-----------|-----------|-------|-----------|-----------|
| Bus. Unit | Account* | Fund | Org | Amount |
| 67100 | 100000 | 72013 | 696A | \$ 107.94 |
| Program | Sub-Class | BY | Proj/Grnt | Amount |
| | | | | |
| Bus. Unit | Account* | Fund | Org | Amount |
| | | | | \$ |
| 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.

Location Code _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse

FOLSOM, CA #765
 1800 CAVITT COURT
 FOLSOM, CA 95630
 LW Q ET 90-102244
 MEMBER #322718172020

**** NOTHING ON First Bottom of Basket

| | | | |
|---------|-------------|--------------|-------|
| E | 998876 | 70PK WATER | 6.99 |
| E | 47000000000 | CA REDEMP VA | 3.50 |
| E | 998876 | 70PK WATER | 6.99 |
| E | 47000000000 | CA REDEMP VA | 3.50 |
| E | 998876 | 70PK WATER | 6.99 |
| E | 47000000000 | CA REDEMP VA | 3.50 |
| E | 998876 | 70PK WATER | 6.99 |
| E | 47000000000 | CA REDEMP VA | 3.50 |
| | 974319 | HOT CUP 8 OZ | 9.99 |
| | 974319 | HOT CUP 8 OZ | 9.99 |
| | 974319 | HOT CUP 8 OZ | 9.99 |
| | 128163 | DIXIE 6 7/8" | 11.49 |
| 2100000 | 78364 | CPN/DIXIE | 2.00- |
| E | 334633 | LANGER OJ | 9.99 |
| E | 334633 | LANGER OJ | 9.99 |
| E | 33151 | KS CRAN JUIC | 6.49 |
| E | 49700000000 | CA REDEMP VA | .20 |
| E | 27380 | CRANRSP JUIC | 6.69 |
| E | 27380 | CRANRSP JUIC | 6.69 |
| E | 46721 | GRAPE JUICE | 7.69 |
| E | 33151 | KS CRAN JUIC | 6.49 |
| E | 49700000000 | CA REDEMP VA | .20 |
| E | 46721 | GRAPE JUICE | 7.69 |
| | 453879 | 9.5X9.5 NAPK | 7.79 |
| | 127509 | SOLO FORKS | 10.49 |
| | 128163 | DIXIE 6 7/8" | 11.49 |
| 2100000 | 78364 | CPN/DIXIE | 2.00- |
| E | 805737 | 7UP 36 PACK | 8.95 |
| E | 46500000000 | CA REDEMP VA | 1.80 |
| E | 805737 | 7UP 36 PACK | 8.95 |
| E | 46500000000 | CA REDEMP VA | 1.80 |
| E | 39591 | SPECIAL WHIT | 17.99 |
| E | 39591 | SPECIAL WHIT | 17.99 |
| E | 39591 | SPECIAL WHIT | 17.99 |
| E | 39595 | SPECIAL CHOC | 17.99 |
| E | 39595 | SPECIAL CHOC | 17.99 |
| E | 39595 | SPECIAL CHOC | 17.99 |

REQ # 758437
 + 2/TAX
 \$200.23

REQ # 758445
 CAKES ONLY
 \$107.94

| | | |
|----|--------------------|--------|
| | SUBTOTAL | 300.75 |
| A | 8.0% TAX | 7.42 |
| VF | TOTAL | 308.17 |
| | Check/Member Writn | 250.00 |

Coming back for
 cakes re

Should have been
 2 separate receipts
 w/ correct check amounts
 See letter of Explanation

| | | |
|----|--------------------|-------|
| VF | Check/Member Writn | 58.17 |
| | CHANGE | 4.00 |
| | COUPONS TENDERED | 4.00 |

TOTAL NUMBER OF ITEMS SOLD = 27
 CASHIER: MELANNIE REG# 14
 11:47 0765 14 0063 880

CA TAXES PAID ON ANY TOBACCO PURCHASES
 THANK YOU!
 PLEASE COME AGAIN!