

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

**PURCHASE ORDER NO**

**0001072934**

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

Date	Revision	Page
08/16/2013	1 - 08/19/2013	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
769265 FLORESJ POONV	04ASPH	

Vendor: 0000015915  
SVM, LP  
200 E HOWARD STE #220  
DES PLAINES IL 60018

Phone: (847) 553-9100  
Fax: (847) 553-9222

email:

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	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	\$50 ARCO GAS CARDS	280.00	EA	50.00	14,000.00	08/19/2013
2- 1	SHIPPING AND HANDLING	1.00	EA	40.00	40.00	08/19/2013

PREPAYMENT

INVOICE # BB072513 DATED 7/25/13

CARDS MUST BE DELIVERED TO:  
FOLSOM LAKE COLLEGE  
ATTN : BUSINESS SERVICES, DENISE MORGAN  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

Sub Total Amount	14,040.00
Sales Tax Amount	0.00
Total PO Amount	14,040.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	7334	12	FL.VS.CARE	73240	00000	412A	14,040.00	2014

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.

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

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

*[Handwritten Signature]* 08/20/13

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.

## 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.

# Los Rios Community College District

## Requisition

Page \_\_\_\_\_ of \_\_\_\_\_

Req. No. **769265**  
P.O. NO. \_\_\_\_\_

Vendor Code	DATE <u>July 25, 2013</u>
Approved	VENDOR <u>SVM, LP</u>
Terms	ADDRESS <u>200 E HOWARD AVE, Suite 220</u>
F.O.B.	CITY <u>DES PLAINES</u> STATE <u>IL</u> ZIP <u>60018</u>
	PHONE _____ FAX _____

DELIVERY INSTRUCTIONS	
<u>CHASPH</u>	Location Code
<u>PLC</u>	<u>CARE</u>
College/District Location	Department
<u>Counseling</u>	<u>8/19/13</u>
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	<u>\$50 ARCO GAS CARDS</u>	<u>280</u>	<u>EA</u>	<u>50</u>	<u>14,000</u>
2					
3	<u>SHIPPING</u>				<u>40</u>
4					
5					
6	<u>RCVR REQUIRED</u>				
7					
8	<u>Pre-Pay - INV# BB072513 enclosed.</u>				
9	<u>please forward to ADPS for payment.</u>				
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		<u>CARE</u>	Sales Tax
This purchase is in compliance with the requirements of _____		Program Name	
_____ For grants/special projects		<u>412A</u>	
Program Director/Coordinator Signature		Project/Grant Number	
<u>[Signature]</u>			<b>Total</b> <u>14,040</u>
Program Goal/Objective Number/Explanation			
<u>COAS / TRANSPORTATION SERVICES</u>			

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: J. FLORES TYPED/PRINT DATE 7/25/13

REQUESTED BY: [Signature] SIGNATURE DATE 7/25/13

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 7/26/13

APPROVED: [Signature] VICEPRESIDENT, ADMINISTRATION DATE 7/29/13

<u>GENFD / 7334 / 12 / PL VS. CARE</u>				
Bus. Unit	Account*	Fund	Org	
<u>73240</u>	<u>0000</u>	<u>2014</u>	<u>412A</u>	\$ <u>14,040</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account*	Fund	Org	
				\$
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

# INVOICE



Account Rep: BRAD BOLYARD

SVM, LP

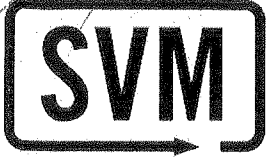
200 E Howard Ave., Suite 220, Des Plaines, IL 60018

Phone: 847-553-9100 Fax: 847-553-9222

Attention: *Kim Toledo*  
 Co. Name: *Folsom Lake College*  
 Address: *10 College Parkway*  
 City, ST Zip: *Folsom, CA 95630*  
 Phone #: *530-642-5648*  
 Fax #:  
 Email: TOLEDOK@FLC.LOSRIOS.EDU

Invoice #: **BB072513**  
 Date: *07/25/13*  
 Customer #: **SVM-008927**  
 PO #:  
 Payment: *check*

ORDER NO	INVOICE	SHIP VIA	SHIP DATE	TERMS	INVOICE DATE
TBD		FedEx 2-Day	TBD	pre-pay	07/25/13
QUANTITY	DESCRIPTION		UNIT COST	EXTENDED PRICE	
280	\$50 ARCO gas card  Ship To: Folsom Lake College / <del>El Dorado Center</del> Attn: <del>Juan Flores</del> <i>Business Servicio, Denise Morgan</i> 10 College Parkway Folsom, CA 95630		\$50.00	\$14,000.00	
<i>Thank You!</i>				SUBTOTAL	\$14,000.00
Please remit payment to: SVM, LP 200 E. Howard Ave., Suite 220 Des Plaines, IL 60018 Tax ID#: 36-4311109				PROCESSING FEE SHIPPING/HANDLING	WAIVED \$40.00
				<b>TOTAL</b>	<b>\$14,040.00</b>



SOLUTIONS THAT MOTIVATE.

SVM, LP
200 East Howard Avenue
Suite 220
Des Plaines, IL 60018
Phone: (847) 553-9100
Fax: (847) 553-9222

INVOICE

Invoice No. I0315524
Date 9/5/2013
Order No. O0320145
Shipper ID S0323306
Order Type Sales Order
Customer ID 008927

Table with columns BILL TO and SHIP TO. BILL TO: Accounts Payable, Folsom Lake College, 10 College Pkwy, Folsom, CA 95630. SHIP TO: Denise Morgan / Business Svcs, Folsom Lake College, 10 College Pkwy, PO: 0001072934, Folsom, CA 95630.

Table with columns SHIP VIA, Customer's ShipVia Account#, ORDERED BY, CUSTOMER P.O. NO., ORDER DATE, TERMS, SALES PERSON, METHOD OF PAYMENT. Values include FEDEX 2-DAY DELIVERY, Kim Toledo, Denise Morgan / Bus Svcs, 9/5/2013, CHECK, BRAD BOLYARD.

Table with columns PART NUMBER, QTY ORDERED, UNITS, QTY SHIPPED, QTY BO, PRICE, DISC %, EXT. PRICE. Values include ARCO50, 280, EACH, 280, 0, 50.00, 0.00, 14,000.00.

Cust Part No. 6006496623070544060-6859
ARCO \$50

Handwritten signature and date: 9/9/13

PAID

Summary table with columns for Sales Total (14,000.00), Shipping & Handling (40.00), Misc. Charges (0.00), Tax Total (0.00), Less Paid Amount (0.00), and TOTAL (14,040.00).

# SVM Product Return/Exchange Policy

*Please pay special attention to the differences between exchanges and returns, for our policy varies by type.*

## **The Following Applies to All Exchanges and Returns:**

1. Product must have at least 10 months life before expiration/dormancy.
2. Special order product may not be returned - see Consignment Policy.
3. The customer is responsible for shipping costs on exchanges and returns.

Please note: Product exchanged or returned due to an error by SVM will be replaced at no cost, including shipping costs.

Exchanges are defined as cards sent back to SVM that are to be exchanged for another brand or denomination. Please note there is a 15% exchange fee plus a shipping charge to ship the replacement. The 15% exchange fee and return shipping charges will be deducted from the value returned. You may elect to include a check or money order to cover the 15% fee and shipping charges, rather than deduct it from the card value. Replacement cards will be shipped to the purchaser equivalent to the face value of the cards exchanged with adjustments for the price differential.

### **SVM Exchange Policy:\***

1. All exchanges must be accompanied by a copy of the original sales order or invoice, and cards must be in sequential order. Cards not in order are subject to an additional fee.
2. Cards must have full value, be unmarked, clean, and in original condition.
3. A fee of 15% of the gross value of product being returned will be charged on all exchanges.
4. Purchaser is responsible for all shipping costs.
5. Exchanges must have a minimum 10 months remaining prior to expiration.

**Returns:** Returns are defined as cards that have not been used by the purchaser and the purchaser is requesting a refund. Refund checks or a credit on credit card will be issued for the gross value of the cards only, less the 15% return fee.

### **SVM Return Policy:\***

1. All returns must be accompanied by a copy of the original sales order or invoice and must be in sequential order. Cards not in order are subject to an additional fee.
2. Cards must have full value, be unmarked, clean and in original condition.
3. Returned product will be refunded less a fee of 15% of the gross value of the cards.
4. Purchaser is responsible for all shipping costs.
5. Returns must have a minimum 10 months remaining prior to expiration.

### **Consignment Policy:**

As a service to our customers, SVM will assist with re-selling product that is not eligible to be returned. Any product that has less than 10 months prior to expiration/ dormancy and all Special Order products may not be returned or exchanged. However, SVM will take back the cards that have full value on consignment and will re-market the cards on our customer's behalf. If SVM is able to successfully sell the cards, the customer will receive back the amount SVM was able to recoup less 15%. SVM places no guarantee on its ability to resell consignment product and assumes no liability should cards not be sold, expire, have maintenance/dormancy fees assessed or other.

### **For All Exchanges and Returns:**

You will need to provide the following:

- Company Name and Customer Number or Customer Name
- Completed Return/Exchange Form
- Check or Money Order for Replacement Fee and Shipping Should You Elect to Not Have the Fees Taken From the Value of the Replacement Card(s)
- Non-Special Order Cards with at Least 10 Months Life Remaining
- Cards Must be in Sequential Order and in Original Condition

### **SVM's Right to Refuse Return Requests:**

SVM reserves the right to refuse a gift card return request. SVM will make every effort to satisfy customer requests for returns as stated throughout this policy. However, in select situations as determined by SVM management, SVM reserves the right to decline a return request.

### **Terms and Conditions:**

Please read the terms and conditions carefully on the back of your gift cards as they are different for each retailer and may contain important information regarding the card's expiration date and or any non-activity (dormancy) fees that may apply to the cards you have purchased. SVM is not responsible for any value deducted from the gift cards and it is the sole responsibility of the company purchasing the gift cards to read the terms and conditions of each brand of gift card purchased.

\* Note: Shell specific policy applies