

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065  
 FAX: (916) 568-3145

**PURCHASE ORDER NO 0001075391**

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

<b>Date</b> 03/13/2014	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 1005884 WILLIAMSD KP POONV		<b>Location / Dept</b> 04VAPA VAPA

**Vendor:** 0000024305  
 US BANK  
 P. O. BOX 6343  
 FARGO ND 58125-6343  
  
**Phone:** (800) 344-5696  
  
**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	12-MONTH ANNUAL SUBSCRIPTION FEE	1.00	CHG	300.00	300.00	03/19/2014

PLEASE PROCESS AS CREDIT CARD PURCHASE  
 YEARLY TOTAL \$300.00  
 TAX \$24.00  
 TOTAL \$324.00

PLEASE PLACE THIS AT THE TOP OF FLC REQUISITIONS FOR PROCESSING. NEED SOFTWARE SO ACCREDITATION SURVEYS CAN BE COMPLETED THIS SPRING. THANK YOU.

BACK UP DOCUMENTATION FORWARDED BY EMAIL.

PURCHASING NOTES:  
 PAID INVOICE# 22403112 DATED 03/13/2014 BY CREDIT CARD  
 ACCOUNT WAS DISABLED FOR AUTO-RENEWAL AND SWITCHED TO REGULAR INVOICING. KP

<b>Sub Total Amount</b>	300.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	300.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4503	11	FL.VI.PRDO	60100	00000	041A	300.00	2014

0001005884KIRKLINK06-MAR-2014

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.

*[Signature]*  
**Authorized Signature**  
*[Signature]* 3/18/2014

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.

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**Phone:** (800) 344-5696

**email:**

**Ship To:** FOLSOM LAKE COLLEGE  
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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
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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**

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# Requisition

**Vendor:** SURVEYMONKEY INC  
 640 OAK GROVE AVE  
 MENLO PARK CA 94025  
 United States

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

<b>Business Unit:</b> GENFD		<b>OPEN</b>
Req ID:	Date	Page
0001005884	03/05/2014	1
Requester		Bldg#
David Williams		VAPA
Requester Signature		
Buyer: Vivian Poon		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	12-MONTH ANNUAL SUBSCRIPTION FEE PLEASE PROCESS AS CREDIT CARD PURCHASE YEARLY TOTAL \$300.00 TAX \$24.00 TOTAL \$324.00 BACK UP DOCUMENTATION FORWARDED BY EMAIL.	1	CHG	300.00	0.00	<b>CANCELED</b>
2-1	12-MONTH ANNUAL SUBSCRIPTION FEE	1	CHG	300.00	300.00	03/19/2014

Total Requisition Amount: 300.00

PLEASE PROCESS AS CREDIT CARD PURCHASE  
 YEARLY TOTAL \$300.00  
 TAX \$24.00  
 TOTAL \$324.00

BACK UP DOCUMENTATION FORWARDED BY EMAIL.

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	4503	11	FL.VI.PRDO	60100	00000	041A	300.00

Approval Signature	Approval Signature	Approval Signature
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## Haney, Brenda

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**From:** Vander Werf, Wenda  
**Sent:** Wednesday, March 05, 2014 4:55 PM  
**To:** Kirklin, Kathleen; Haney, Brenda  
**Subject:** RE: Survey Monkey Requisition  
**Attachments:** Survey Monkey.pdf

Kathleen,

I could not find a way to correct line 1, so I cancelled line 1 and created line 2.  
At first the comments would not stay with the requisition, but after several tries I must have done something that got them to stay.  
My other option would be to cancel the requisition entirely and start from scratch. If you prefer that, please let me know.

I have already sent an email to Purchasing to ask them for assistance tomorrow morning. Maybe when they call back someone can give me information on how I could have corrected this without having to cancel the line item.

My apologies for the snag.

*Wenda*

916.608.6733 | [vanderw@flc.losrios.edu](mailto:vanderw@flc.losrios.edu)

*"Knowledge is important, but much more important is the use toward which it is put.  
This depends upon the heart and mind of the one who uses it." The Dalai Lama*

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**From:** Vander Werf, Wenda  
**Sent:** Wednesday, March 05, 2014 3:18 PM  
**To:** Kirklin, Kathleen; Haney, Brenda  
**Subject:** Survey Monkey Requisition

Kathleen,

Attached is the requisition for Survey Monkey.  
The documentation below may be needed by Brenda.

Thank you,

*Wenda*

916.608.6733 | [vanderw@flc.losrios.edu](mailto:vanderw@flc.losrios.edu)

*"Knowledge is important, but much more important is the use toward which it is put.  
This depends upon the heart and mind of the one who uses it." The Dalai Lama*

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**From:** Kirklin, Kathleen  
**Sent:** Wednesday, March 05, 2014 2:38 PM  
**To:** Williams, David  
**Cc:** Olson, Chris; Russo, Renee; Newnham, David; Lewis, Jeff; Vander Werf, Wenda  
**Subject:** RE: Survey Monkey upgrade

**BASIC**

Free

**SELECT**

\$17 per month\*

\* Billed \$204 annually  
See monthly plan

**GOLD**

\$25 per month\*

\* Billed \$300 annually



**PLATINUM**

\$65 per month\*

\* Billed \$780 annually

**SurveyMonkey**  
285 Hamilton Avenue, Suite 500  
Palo Alto, CA 94301

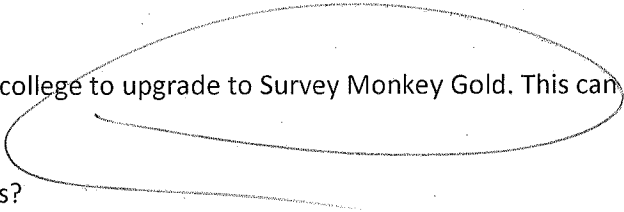
*Kathleen Kirklin*  
Vice President, Administration  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
P 916.608.6555  
F 916.608.6584  
[kathleen.kirklin@flc.losrios.edu](mailto:kathleen.kirklin@flc.losrios.edu)

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**From:** Williams, David  
**Sent:** Friday, February 28, 2014 7:31 PM  
**To:** Kirklin, Kathleen; Lewis, Jeff  
**Cc:** Williams, David; Olson, Chris; Russo, Renee  
**Subject:** Survey Monkey upgrade

Hi Kathleen and Jeff,

I think we have agreed that it would serve the college to upgrade to Survey Monkey Gold. This can be done via the website, but I have a couple of questions:



1. How do we handle online subscriptions?
2. Ummm . . . where is the money coming from? Kathleen, can we talk about this?

Thank you!

**David Williams, Ph.D.**  
Dean, Planning & Research and Visual & Performing Arts  
Equity Officer  
PAC-2260 (Harris Center)  
Folsom Lake College  
10 College Parkway, Folsom, CA 95630  
Office: 916.608.6752 Fax: 916.608.6523  
[williad@flc.losrios.edu](mailto:williad@flc.losrios.edu)