

LOS RIOS COMMUNITY COLLEGE DISTRICT

closed 12/4 by

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PURCHASE ORDER NO 0001075530
CHANGE ORDER

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
03/18/2014	2 - 12/04/2014	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		
768139 & 768138 METCALFL JA POONV		

Vendor: 0000011367
 MAKE MUSIC, INC.
 7615 GOLDEN TRIANGLE DR STE M
 EDEN PRAIRIE MN 55344

Phone: (800) 843-2066
Fax: (952) 937-9760

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	FINALE SITE LICENSE UPGRADE; SERIAL# HFNS-003370) ACADEMIC VERSION	35.00	EA	70.00	2,450.00	03/25/2014
2- 1	AURALIA & MUSITION FIRST BUNDLE CLOUD EDITION BUNDLE; 1 YEAR SUBSCRIPTION	1.00	EA	199.00	0.00	CANCEL
3- 1	ADD 8% SALES TAX TO PO	1.00	EA	211.92	0.00	CANCEL

5/7/14 ADD LINE 3 NEW PO TOTAL \$2,860.92 PER J HARMAN. VP

12/4/14 PER FLC CANCEL LINES 2 AND 3 AND CLOSE PO. KB

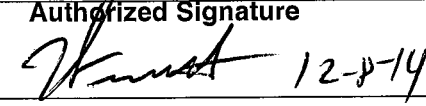
Sub Total Amount	2,450.00
Sales Tax Amount	0.00
Total PO Amount	2,450.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5603	12	FL.VI.VTEA	10050	00000	316C	2,450.00	2015

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

 12-8-14

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.

Change Order Request

PO # 0001075530

Request Date: 12/02/14

Vendor Name : MAKE MUSIC

CANCEL LINES 2 & 3 / CLOSE PO

Requested by: FLC/BSO Not received, no longer required.

OTHER:

Completed should be forwarded via e-mail by an **authorized signer** to the **DO – Purchasing** mailbox.

From: [Haney, Brenda](#)
To: [Russo, Renee](#)
Cc: [Williams, David](#)
Subject: FOR YOUR ACTION_ PO_0001075530 MAKE MUSIC - DELIVERY STATUS & INVOICE REQUIRED
Date: Monday, November 24, 2014 3:17:56 PM
Attachments: [0001075530_MAKE MUSIC_INC.pdf](#)

Hi Renee –

Need your assistance in clearing up this old 2014 PO_0001075530 for Music Dept..

1. We need confirmation if the delivery of PO Line# 2 was received. NO RCVR on file.
 - [AURALIA & MUSITION FIRST BUNDLE CLOUD EDITION BUNDLE; 1 YEAR SUBSCRIPTION](#)
2. If RCVD – Please send me an email to confirm, and contact vendor for an invoice. Have vendor email invoice to me, PO#_0001075530 must be referenced on invoice(s).
3. If NOT RCVD – Contact vendor to find out when delivery will be made for PO Line 2 - and send me an email to update our files.

PO Transaction History: 0001075530

PO ID	LINE	VENDOR	OPEN ENC	EXPENDED TOTAL
0001075530	1	MAKE MUSIC, INC.	0	2656.75
0001075530	2	MAKE MUSIC, INC.	199	0
0001075530	3	MAKE MUSIC, INC.	211.92	0

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

PURCHASE ORDER NO 0001075530
CHANGE ORDER

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

Date	Revision	Page
03/18/2014	1 - 05/07/2014	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		Location / Dept
768139 & 768138 METCALFL JA POONV		4VAPA2261

Vendor: 0000011367
 MAKE MUSIC, INC.
 7615 GOLDEN TRIANGLE DR STE M
 EDEN PRAIRIE MN 55344

Phone: (800) 843-2066
Fax: (952) 937-9760

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
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2- 1	AURALIA & MUSITION FIRST BUNDLE CLOUD EDITION BUNDLE; 1 YEAR SUBSCRIPTION	1.00	EA	199.00	199.00	03/25/2014
3- 1	ADD 8% SALES TAX TO PO	1.00	EA	211.92	211.92	05/07/2014

5/7/14 ADD LINE 3 NEW PO TOTAL \$2,860.92 PER J HARMAN. VP

Sub Total Amount	2,860.92
Sales Tax Amount	0.00
Total PO Amount	2,860.92

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENPD	5603	12	FL.VI.VTEA	10050	00000	316C	2,860.92	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

AR Wald 5/19/2014

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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.

STANDARD PO - CHANGE ORDER REQUEST
One Purchase Order per Form

Submitted 4/2
Pndy B/nc

PO#: 0001075530

REQUEST DATE: 4/2/2014

COLLEGE: FLC

VENDOR NAME: MAKE MUSIC

VENDOR#: 11367

ADD 8% SALES TAX TO PO _ \$211.92

BUDGET: GENFD 5603 12 FL.VI.VTEA 10050 00000 316C

CLOSE REMAINING BALANCE ON PO.

CANCEL PO LINE(s) # [] LINE DESCRIPTION []
(Items that have been received or invoiced may not be cancelled)

INCREASE QTY ON LINE#: [] BY: [] BUDGET#: []

DECREASE QTY ON LINE#: [] BY: [] BUDGET#: []

CHANGE UNIT PRICE ON LINE# [] TO: []

CHANGE DESCRIPTION ON LINE#: [] TO: []

CHANGE BUDGET CODE ON: ALL LINES or List Specific LINE#(s) Here: []
Enter new budget code: []

ADD THE FOLLOWING NEW LINE ITEMS TO THE PURCHASE ORDER:

QTY: [] UOM: [] UNIT PRICE: [] EXT'D TOTAL: []

DESCRIPTION: []

NEW PO TOTAL = \$2,860.92

PO COMMENTS: []

REQUESTED BY: FLC BSO

DEPT: MUSIC/AREA 7

DO NOT SEND CHANGE ORDER TO VENDOR - (For BSO Use Only)

Email Completed Standard PO Change Order Form to FLC BSO Attn: Brenda Haney at hanevb@flc.losrios.edu (Must be emailed as an attachment, Do Not paste into body of email).

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0001075530

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

Date 03/18/2014	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 768139 & 768138 METCALFL JA POONV4VAPA2261		Location / Dept

Vendor: 0000011367
MAKE MUSIC, INC.
7615 GOLDEN TRIANGLE DR STE M
EDEN PRAIRIE MN 55344

Phone: (800) 843-2066
Fax: (952) 937-9760

email:

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
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Tax Exempt? N

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2- 1	AURALIA & MUSITION FIRST BUNDLE CLOUD EDITION BUNDLE; 1 YEAR SUBSCRIPTION	1.00	EA	199.00	199.00	03/25/2014

Sub Total Amount	2,649.00
Sales Tax Amount	0.00
Total PO Amount	2,649.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENPD	5603	12	FL.VI.VTEA	10050	00000	316C	2,649.00	2014

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

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Authorized Signature
SK Walden 3/21/2014

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Los Rios Community College District

Page 1 of 2

Requisition

FLC BUSINESS SERVICES

Req. No. 768138
P.O. NO.

Vendor Code 11367
Approved
Terms
F.O.B.

DATE 01/24/2013 2014 FEB 20 P 2:26

VENDOR Make Music

ADDRESS 7615 Golden Triangle Dr Ste. M

CITY Eden Prairie STATE MN ZIP 55344

PHONE (800) 843-2066 FAX (952) 737-9611

DELIVERY INSTRUCTIONS	
<u>04 VAPA 2261</u>	
Location Code	Instruction
<u>FLC</u>	<u>INSTRUCTION</u>
College/District Location	Department
<u>AREX07</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>Auralia & Musition Cloud Edition Bundle</u>	3		199.00	597.00
2		<u>0-99</u>		<u>199.00</u>	<u>199.00</u>
3	<u>1 year Subscription</u>				
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		VTEA	Sales Tax
This purchase is in compliance with the requirements of _____			
<u>Kim Harrell</u> For grants/special projects	Program Name <u>316c</u>	Total	<u>199.00</u> <i>ml</i>
Program Director/Coordinator Signature <u>VTEA Commercial Music</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: Larry Metcalf TYPED/PRINT DATE 01/21/2013

REQUESTED BY: [Signature] SIGNATURE DATE 01/21/2013

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 2/5/14

APPROVED: [Signature] VICEPRESIDENT, ADMINISTRATION DATE 3/7/14

Bus. Unit	Account*	Fund	Org	
<u>SENFO</u>	<u>5603</u>	<u>12</u>	<u>FL.VI.VTEA</u>	
Program	Sub-Class	BY	Proj/Grnt	Amount
<u>10050</u>	<u>00000</u>	<u>2014</u>	<u>316C</u>	<u>\$ 199.00</u>

* 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



My Account: [Log In](#)

Shopping Cart

0 item(s) in cart/ total: \$0.00 [view cart](#)

- home
- training
- community
- support
- about
- contact

search by keyword

Home > [by Brand](#) > [Rising Software](#)

Rising Software

Auralia & Musition from Rising Software are world class ear training & theory training programs for use by students and teachers, with extensive topics, lessons, drills, practice, tests, syllabi and record keeping.

- [by Grade Level](#)
- [by Solution](#)
- [by Brand](#)

There are two editions available of Auralia and Musition:

- **First edition:** light, cut down version, cloud-based, with one price for school wide use
- **Cloud edition:** full featured edition, cloud-based, with per user pricing

Rising Software Products

Price: [Low to High](#) ▼

Questions?
Contact us today!
info@musicfirst.com
or call toll free:
855-896-3344



[Auralia First](#)

Starting at: \$199.00



[Musion First](#)

Starting at: \$199.00



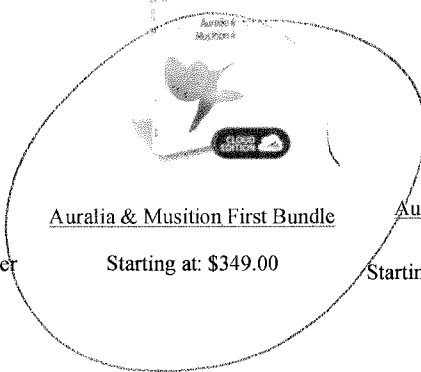
[Auralia 4 Cloud Edition](#)

Starting at: \$29 per user (10 user minimum)



[Musion 4 Cloud Edition](#)

Starting at: \$29 per user (10 user minimum)



[Auralia & Musition First Bundle](#)

Starting at: \$349.00



[Auralia & Musition Cloud Edition Bundle](#)

Starting at: \$49 per user (10 user minimum)



- [Terms and Conditions](#)
- [Contact](#)

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Normal / 200.00 / OVER
BLUE / 200.00 / UNDER

Los Rios Community College District

Page of

Requisition

FLC BUSINESS SERVICES

Req. No. 768139

P.O. NO.

Vendor Code 11367
Approved
Terms
F.O.B.

DATE 01/21/2013 2014 FEB 20 P 2: 26

VENDOR Make Music

ADDRESS 7615 Golden Triangle Dr Ste. M

CITY Eden Prairie STATE MN ZIP 55344

PHONE (800) 843-2066 FAX (952) 737-9611

DELIVERY INSTRUCTIONS	
<u>04VAPA 2261</u>	
Location Code	Instruction
<u>FLC</u>	<u>INSTRUCTION</u>
College/District Location	Department
<u>AREA 07</u>	<u> </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>Female Software Upgrade</u>	<u>35</u>	<u>1</u>	<u>70⁰⁰</u>	<u>2450</u>
2	<u>(HFNS-003370) Serial #</u>				
3	<u>(Academic Version)</u>				
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		<u>UTEN</u>	Sales Tax
This purchase is in compliance with the requirements of <u> </u>		Program Name <u>316C</u>	Total <u>2450.00</u>
<u>Kim Harrell</u>	For grants/special projects	Project/Grant Number <u>10050</u>	
Program Director/Coordinator Signature <u>Kim Harrell</u>			
Program Goal/Objective Number/Explanation <u>UTEN - Commercial Music</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.

<p>REQUESTED BY: <u>Larry Metcalf</u> TYPED/PRINT</p> <p>DATE: <u>01/21/2013</u></p> <p>REQUESTED BY: <u>Larry Metcalf</u> SIGNATURE</p> <p>DATE: <u>01/21/2013</u></p> <p>AUTHORIZED: <u>David [Signature]</u> DEAN OR AUTHORIZED SIGNATURE</p> <p>DATE: <u>2/5/14</u></p> <p>APPROVED: <u>Kathleen Kuklew</u> VICEPRESIDENT, ADMINISTRATION</p> <p>DATE: <u>2/7/14</u></p>	<p style="text-align: center;"><u>6493 5603</u></p> <p style="text-align: center;"><u>GAFO / 1403 / 12 / FL.VI.UTEN</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Bus. Unit</td> <td>Account*</td> <td>Fund</td> <td>Org</td> <td></td> </tr> <tr> <td><u>10050</u></td> <td><u>0000</u></td> <td><u>2014</u></td> <td><u>316C</u></td> <td>\$ <u>2450.00</u></td> </tr> <tr> <td>Program</td> <td>Sub-Class</td> <td>BY</td> <td>Proj/Grnt</td> <td>Amount</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bus. Unit</td> <td>Account*</td> <td>Fund</td> <td>Org</td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Program</td> <td>Sub-Class</td> <td>BY</td> <td>Proj/Grnt</td> <td>Amount</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>* 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.</p> <p>Location Code <u> </u> Dept. <u> </u></p> <p>Building <u> </u> Room No. <u> </u></p>	Bus. Unit	Account*	Fund	Org		<u>10050</u>	<u>0000</u>	<u>2014</u>	<u>316C</u>	\$ <u>2450.00</u>	Program	Sub-Class	BY	Proj/Grnt	Amount						Bus. Unit	Account*	Fund	Org	\$						Program	Sub-Class	BY	Proj/Grnt	Amount					
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Haney, Brenda

F4 15

From: Lewis, Jeff
Sent: Tuesday, March 01, 2016 9:10 AM
To: Lee, Hao; Haney, Brenda
Cc: Atkinson, Laura; FLC-EDelivery
Subject: Fwd: MakeMusic Online Authorization

0001075530

Hey Hao, did you order this? Brenda in the Business office and I have setup an email account FLC-EDelivery@flc.losrios.edu to have software downloads delivered too. If you can have the vendors send licensing information there or forward the licensing information you already have there it will help to keep track of it all. Thanks!

Jeff

Begin forwarded message:

From: <donotreply@makemusic.com>
Date: February 29, 2016 at 7:35:27 PM PST
To: <FLC-ITDepartment@flc.losrios.edu>
Subject: **MakeMusic Online Authorization**

Thank you for authorizing Finale. For future reference, please find your computer location, user code, and Finale authorization code below:

Serial Number: HFNS-003370
Computer Location: FL4-238-240
User Code: MWHU7FCB
Authorization Code: 3RQC2YTCQ5

If you have further questions or comments please contact our customer service department by visiting <http://support.makemusic.com> or by phone at 800-843-2066.

Need to move Finale to a new computer?

You can move your authorization by going to the Help Menu and selecting 'Deauthorize Finale.' Then authorize Finale on your new computer by going to the Help Menu and selecting 'Authorize Finale.' If you are reformatting your hard drive, just move Finale off your computer before you reformat. Then reformat the hard drive, re-install Finale and authorize Finale again.

Thank you,
MakeMusic, Inc.
Customer Support
800-843-2066 (phone)
952-937-9760 (fax)
<http://support.makemusic.com>