

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0001076919

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

Date	Revision	Page
06/10/2014		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
760450 HENDRICKST POONV	04CYPH210	

Vendor: 0000006424
 AMAZON.COM
 BILLING DEPARTMENT
 P O BOX 80463
 SEATTLE WA 98108

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

email:

DO NOT SEND TO VENDOR

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	ARDUINO UNO - R3	1.00	EA	38.95	38.95	06/24/2014
2- 1	PROTOSHIELD KIT FOR ARDUINO R3	1.00	EA	12.99	12.99	06/24/2014
3- 1	OPENLOG	1.00	EA	24.95	24.95	06/24/2014
4- 1	MPL3115A2 ALTITUDE/PRESSURE SENSOR BREAKOUT	1.00	EA	16.95	16.95	06/24/2014
5- 1	TRIPLE AXIS ACCELEROMETER BREAKOUT - ADXL335	1.00	EA	24.95	24.95	06/24/2014
6- 1	WIFLY SHIELD BY SPARKFUN	1.00	EA	69.95	69.95	06/24/2014
7- 1	SHIPPING AND HANDLING FOR LINES 1 & 5	1.00	EA	13.03	13.03	06/24/2014

LINES 2, 3 4 & 6 - AMAZON ON-LINE ORDER # 109-7139162-5165807 DATED 6/10/14

LINES 1 & 5 - AMAZON ON-LINE ORDER # 109-8387351-5973815 DATED 6/10/14


DO NOT SEND PURCHASE ORDER TO VENDOR

Sub Total Amount	201.77
Sales Tax Amount	16.16
Total PO Amount	217.93

DO NOT SEND TO VENDOR

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4300	12	FL.VI.VTEA	22061	00000	316C	217.93	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.

Authorized Signature
 6/18/2014

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.

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

Page 1 of 1

Requisition

FLC BUSINESS SERVICES

Req. No. 760450
P.O. NO.

Vendor Code	DATE <u>3/24/14</u>
Approved	VENDOR <u>Sparkfun.com</u>
Terms	ADDRESS <u>0175 Longbow Dr.</u>
F.O.B.	CITY <u>Boulder</u> STATE <u>CO</u> ZIP <u>80301</u>
	PHONE <u>303 445-2984</u> / FAX <u>303 443-0048</u>

2014 MAR 31 P 2:43

DELIVERY INSTRUCTIONS	
<u>04CypH 210</u> <small>Location Code</small>	<u>FLC</u> <small>College/District Location</small>
<u>Geo Sc</u> <small>Department</small>	<u>6/1/14</u> <small>Date Required</small>
<u>Inst Tech</u> <small>Division</small>	<u>(AR03)</u> <small>Date Required</small>

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					
2					
3					
4					
5	Please use a attached spreadsheet of the shopping cart. ty				
6					
7					
8					
9					
10					
11	PO submiss'ion info attached (smiley)				
12				Sub	244.65
13				S/H	11.38
Purchases Charged to Categorical Programs, Grants or Special Projects				SalesTax	19.57
This purchase is in compliance with the requirements of _____				Total	275.60
Program Director/Coordinator Signature <u>Ron Hamill</u>		Program Name <u>VTEA 316C</u>			
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: Theresa D. Hendricks TYPED/PRINT DATE 3/24/14

REQUESTED BY: [Signature] SIGNATURE DATE 3/24/14

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 3/25/14

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 3/31/14

GENED/ 4300/ 12/ / FL. VI. VTEA				
Bus. Unit	Account *	Fund	Org	
220611	0000	2014	316C	\$ 275.60
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

SKU	Name	Quantity	Back Order	Price (USD)
DEV-11021	Arduino Uno - R3	1	0	29.95
DEV-07914	Arduino ProtoShield Kit	1	0	9.95
DEV-09530	OpenLog	1	0	24.95
SEN-11084	Altitude/Pressure Sensor - MPL3115A2 Breakout	1	0	14.95
SEN-09269	Triple Axis Accelerometer Breakout - ADXL335	1	0	24.95
WRL-09954	WiFi Shield	2	0	69.95
	UPS Ground	1		11.38
	Tax @ 8%			19.57
	total			275.6



How to Help Yourself

General questions about SparkFun? Check our FAQ for answers!

Want to return something you purchased? The Returns Policy is for you!

There is community support on the SFE Forums! Post your question and you will have access to the experience of our community at your finger tips.

How to Get Help From a Human

Order and shipping questions? Email customerservice@sparkfun.com

Have a technical question for Tech Support? Check out our Technical Assistance page!

Accounting/W9 Requests/POs: ar@sparkfun.com

We tend to prefer email, but you may also call us:

Front Desk: 303-284-0979 - Available Monday through Friday, 9am to 5pm, Mountain Time.

Customer Service Direct: 303-945-2984 - Available Monday through Friday, 8am to 6pm, Mountain Time.

Technical Support: 303-945-2985 - Available Monday through Friday, 9am to 5pm, Mountain Time.

- *Tech Support has a daily team meeting 9:30-10:15ish and may be unavailable to take your call during that time.*

Please select from the topics below:

- Placing an Order
- Changing or Canceling An Order
- Purchase Orders
- Technical Assistance
- Returns Policy
- Warranty Information
- Terms of Service
- Local Pickup
- Privacy Policy

- Backorder Policy
- Order Status Information
- Shipping Policy
- Same-Day Shipping
- Currency Conversion
- Payments
- Minimum Order Quantity
- Sales Tax
- Gift Certificates
- Holidays

Placing an Order

Getting your order placed is fast and easy. Just follow these steps:

1. Log into your account. No account? [Click here](#).
2. Add the items you want to your cart. Make sure quantities are correct.
3. Click Checkout from the cart page.
4. Select a shipping method.
5. Select a payment method.
6. If applicable, enter a promotional code or purchase order number in the appropriate field.
7. Make sure you've reviewed the Terms of Service and Shipping Policy.
8. Click Continue.
9. On the next page, verify that all information is correct. If no, click Edit Order. If yes, click Place Order.
10. Your order has been placed when you see your 6-digit order number.

That's it! We'll take it from there.

Placing your order through our website is the most efficient way to get your stuff. If you are unable to use the website, we can also take your order over the phone.

Changing or Canceling An Order

Need change something about your order or just want it canceled? Pause your order until we can fix it for you.

To pause your order in process:

1. Log into your account.
2. Click 'Your Account' in the upper right.
3. Click 'Order History'.
4. Click the red 'Need to change something?' button on the line of the order you're looking for (it's next to the Order ID).
5. Enter a brief note letting us know what you'd like to do.
6. Click 'Pause Order'.

We'll take it from there. You can ask us to change the items on your order, update an address or payment method, or just cancel it. Customer Service will get back to you by email within one business day regarding your request.

- If you ask us to add items but don't mention payment, we will just submit the charge to the original card/account.
- Only orders that are still in process can be paused. If your order has already moved to a Shipped status, we won't be able to make any changes to it. If you pause your order, it will no longer necessarily qualify for our Same-Day Shipping guarantee.

Purchase Orders

We offer Net30 credit terms to approved customers. We do not offer any other terms. To apply, download and complete the Net30 application and email it to ar@sparkfun.com.

For approved Net30 customers: SparkFun offers two Purchase Order processing options, and customers are able to switch between the two. Our Same-Day Shipping guarantee does not apply to Purchase Orders.

Fast Track Processing:

- Place an order via our website that corresponds to your PO, and email or fax us a copy of that PO referencing the SparkFun Order Number.
- Please be sure to enter your Purchase Order Number in the appropriate field during checkout.
- POs received via this method will be processed within 1 business day from the time of receipt.

Traditional Track Processing:

- Email or fax us a copy of the PO, and a SparkFun representative will enter the order. We will send a copy of the invoice to the contact person to verify that all information and items are correct.
- For the sake of accuracy, we will not release a traditional PO for shipment until we receive confirmation that the order is correct.
- If any items are out of stock, we will provide this information and the approximate lead time.
- POs received via this method will be processed within 3 business days from the time of receipt.

Submit your Purchase Order document (and your SparkFun Order Number if applicable):

- email - customerservice@sparkfun.com
- fax - 303-443-0048.

Please make sure that a contact name and email or phone number is listed on the Purchase Order.

Warranty Information

We strive to provide accurate descriptions and high quality merchandise. If you have any problems with your order, please let us know as soon as possible! We will do everything in our power to make it right. Please see our Return Policy for more information.

From: [Haney, Brenda](#)
To: [Hendricks, Theresa](#)
Subject: AMAZON_REQ# 760450 / PO# 0001076919
Date: Friday, August 01, 2014 1:41:37 PM
Attachments: [RE AMAZON ALT VENDOR FOR REQ# 760450 - SparkFun Electronics See Links Provided.msg](#)
[0001076919 AMAZON FOR SPARK FUN.pdf](#)
Importance: High

Theresa –

You PO_0001076919 is complete. Order was placed with Amazon as Sparks Fun will not work with LRCCD Terms. Amazon items were fulfilled by Sparks Fun where available. QTY may have been reduced to meet 2014 budget available at time of purchase.

If there are items you still need – submit a new 2015 REQ. **NOTE: If you want to order Spark Fun products in the future you need to do it through Amazon.**

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Hendricks, Theresa
Sent: Friday, August 01, 2014 1:12 PM
To: Jackson, Don; Haney, Brenda
Subject: re REQ# 760450 / PO# 0001076919

Hello.

Today is my 1st day back – I was checking in the Sparkfun.com order ...

Is the 2nd WIFly Shield by Sparkfun on back order or did the qty I requested accidentally was ordered (via amazon?) as 1, and not 2 as requested?

Please let me know .. and let's figure out how to complete this order as submitted.

Thank you.

T Hendricks.

From: [Haney, Brenda](#)
To: [Poon, Vivian](#)
Cc: [Alford, Jennifer](#)
Subject: RE: AMAZON ALT VENDOR FOR REQ#_ 760450 - SparkFun Electronics / See Links Provided
Date: Tuesday, June 10, 2014 12:58:28 PM

Hi Vivian –

Go ahead and [Reduce LINE# 6 - WIFLY SHIELD BY SPARKFUN to QTY 1](#) and submit Amazon order.

FLC BSO will notify Area of this change, (this will at least provide Area with QTY 1/EA of all items requested), and they can requisition for the any additional items they still need in 2015. We will also – instruct them to use Amazon for future items from SparkFun.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Poon, Vivian
Sent: Tuesday, June 10, 2014 12:11 PM
To: Haney, Brenda
Cc: Alford, Jennifer
Subject: RE: AMAZON ALT VENDOR FOR REQ#_ 760450 - SparkFun Electronics / See Links Provided

PO# 0001076919 placed with Amazon. Please clear budget error. Thanks!

From: Haney, Brenda
Sent: Tuesday, June 10, 2014 9:51 AM
To: Poon, Vivian
Cc: Alford, Jennifer
Subject: AMAZON ALT VENDOR FOR REQ#_ 760450 - SparkFun Electronics / See Links Provided
Importance: High

Hi Vivian -

You can use the following links to order these items from Amazon - by my calculations merchandise from these links should = \$258.69 + 8% S/Tax \$20.70 = \$279.39 (plus any applicable shipping). **Let me know asap – what the final order total would be.**

We can increase this REQ_760450 up to \$\$283.91 – if order comes in over that – we will need to omit something to keep order within the available 2014 budget.

Arduino Uno - R3 \$38.95 QTY 1

by [SparkFun](#)

http://www.amazon.com/SparkFun-Arduino-Uno-R3/dp/B007R9UQPG/ref=sr_1_1?ie=UTF8&qid=1402417685&sr=8-1&keywords=spark+fun+arduino+r3

Protoshield KIT for Arduino R3 \$12.99 QTY 1

http://www.amazon.com/Protoshield-KIT-for-Arduino-R3/dp/B006SJR97Y/ref=sr_1_1?ie=UTF8&qid=1402417262&sr=8-1&keywords=arduino+protoshield+kit

OpenLog \$24.95 QTY 1

by [SparkFun](#)

http://www.amazon.com/SparkFun-spark-dev-09530-OpenLog/dp/B00ADSNLMI/ref=sr_1_sc_1?ie=UTF8&qid=1402417589&sr=8-1-spell&keywords=arduino+open+log

MPL3115A2 Altitude/Pressure Sensor Breakout \$16.95 QTY 1

by [SparkFun](#)

http://www.amazon.com/MPL3115A2-Altitude-Pressure-Sensor-Breakout/dp/B00B6KP0LW/ref=sr_1_1?ie=UTF8&qid=1402417945&sr=8-1&keywords=sparkfun+altitude+%2F+pressure+sensor+MPL3115A2+Breakout

Triple Axis Accelerometer Breakout - ADXL335 \$24.95 QTY 1

by [SparkFun](#)

http://www.amazon.com/Triple-Axis-Accelerometer-Breakout-ADXL335/dp/B004G58XGI/ref=sr_1_2?ie=UTF8&qid=1402418038&sr=8-2&keywords=sparkfun+triple+axis+accelerometer+breakout+ADXL335

WiFly Shield by Sparkfun \$69.95 x QTY 2

by [SparkFun](#)

http://www.amazon.com/SparkFun-spark-wrl-09954-WiFly-Shield-Sparkfun/dp/B00BFGU0DU/ref=sr_1_1?ie=UTF8&qid=1402418097&sr=8-1&keywords=sparkfun+WiFly+Shield

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Alford, Jennifer

Sent: Tuesday, June 10, 2014 9:01 AM

To: Poon, Vivian

Cc: Haney, Brenda

Subject: RE: FW: Request of Vendor Application for Req # 760450 - SparkFun Electronics

Vivian,

Check alternate source. They sound like another "amazon" vehicle. Not sure setting up a new vendor is necessary.

Jennifer Alford, M.A., CPPO

Purchasing Supervisor

(916) 568-3149

(916) 568-3145 fax

[Los Rios Purchasing](#)

From: Poon, Vivian

Sent: Friday, May 16, 2014 3:38 PM

To: Alford, Jennifer

Cc: Haney, Brenda; SparkFun Customer Service

Subject: RE: FW: Request of Vendor Application for Req # 760450 - SparkFun Electronics

Please help, thanks!

From: SparkFun Customer Service [<mailto:cservice@sparkfun.com>]

Sent: Friday, May 16, 2014 3:25 PM

To: Poon, Vivian

Cc: Haney, Brenda; Alford, Jennifer

Subject: Re: FW: Request of Vendor Application for Req # 760450 - SparkFun Electronics

Hello Vivian,

I did read the Purchase order terms and conditions very closely and my notes refer to specific sections of that document as it is included in your vendor form. We have some concerns and we need to make sure they are addressed before we are able to return your vendor form.

Have a great day!

Best Regards,
Joelle

Customer Service Representative

SparkFun Electronics

www.sparkfun.com

303.945.2984 x603

On Fri, May 16, 2014 at 4:16 PM, Poon, Vivian <poonv@losrios.edu> wrote:

1. Please see the PURCHASE ORDER TERMS AND CONDITIONS under http://www.losrios.edu/purchasing/docs/po_terms_&_conditions.pdf. It provided the details.

2. Please complete and email back the vendor application on the following website, so that we can set your company in our system for possible ordering. Thanks!

<http://www.losrios.edu/lrc/purchasing/VENDORFORM.pdf>

From: SparkFun Customer Service [mailto:cservice@sparkfun.com]

Sent: Wednesday, May 14, 2014 9:58 AM

To: Poon, Vivian

Subject: Re: Request of Vendor Application for Req # 760450 - SparkFun Electronics

Hello Vivian,

Your forms do not state whether you plan to use Purchase Orders or not with out company so I wanted to clarify a few things from your Terms and Conditions just in case. Also, please see below my notes for instructions on how to get your account set up to be able to us Purchase Orders.

Section 2: Please clarify this for us. If there are backordered items on an order/Purchase Order and the Buyer chooses to ship the in stock items separately, then the Buyer will be responsible for paying for those items as they are considered a separate order from the backordered items. Would this work for you?

Section 4: Invoices: Being a web retailer invoices are available on the Buyer's account online or they can be obtained by emailing cservice@sparkfun.com and referencing the SparkFun Order number. When getting set up for using Purchase Orders on your account the Buyer will be assigned a representative to manage the account. The Buyer can detail any additional requirements to the assigned representative as well to be included in the notes on the Buyer's account.

SparkFun invoices do not include the date of delivery as SparkFun does not monitor shipments once they have been picked up by the carrier.

Also, if SparkFun can prove that there have been attempts made to collect on orders and billing has been sent will that change extend the one year period for responsibility of satisfying the debt?

Section 8: The Seller uses D.A.P. only. The Seller pays first and the Buyer pays the seller back unless the order qualifies for free shipping.

The Seller is willing work to solve any issue. The Buyer will need to contact us right away so we can remedy any issues that come up.

If Buyer qualifies for the \$75 free shipping option and chooses this option, then it will be the Buyer's responsibility to make sure that the Purchase Order reflects this information.

Section 22: The Seller is willing work to solve any issue. The Buyer will need to contact us right away

so we can remedy any issues that come up. Please see attached for the Seller's returns policy.

Please answer any questions above and let me know if these notes are acceptable to you. Once those things are done I can get your completed forms to you.

Purchase Orders:

We will need our [Net30 Terms Application](#) returned to ar@sparkfun.com, and you should start a [member account](#) on SparkFun.com and include your member account number with the application.

Once your account is set up with Net30 terms, we offer two different PO processing paths: fast track and traditional track. Please read the link describing each step for both tracks: [SparkFun Purchase Order Process](#). When you are set up with Net30 terms, please let us know which track we should use for the order.

Alternatively, the order can be placed on the website with a credit card or PayPal.

Let me know if you have any questions or concerns about this process, and have a great day.

Best Regards,
Joelle

Customer Service Representative
SparkFun Electronics
www.sparkfun.com
303.945.2984 x603

On Thu, May 8, 2014 at 10:27 AM, Poon, Vivian <poonv@losrios.edu> wrote:

Thanks for getting back to me! Wish we can have the completed vendor application soonest possible.

From: SparkFun Customer Service [mailto:cservice@sparkfun.com]
Sent: Thursday, May 08, 2014 9:24 AM
To: Poon, Vivian
Cc: customerservice@sparkfun.com; Haney, Brenda; Alford, Jennifer
Subject: Re: Request of Vendor Application for Req # 760450 - SparkFun Electronics

Hello Vivian,

I do apologize for the misunderstanding. As I stated in my email I just sent to you I am not sure when I will be able to complete your form. And Gordon specifically said that we would be in contact with in a couple of days not that we would complete the form in a couple of days.

Have a great day!

Best Regards,
Joelle

Customer Service Representative
SparkFun Electronics
www.sparkfun.com

303.945.2984 x603

On Thu, May 8, 2014 at 10:13 AM, Poon, Vivian <poonv@losrios.edu> wrote:

It was nice to speak to Gordon at 303-945-2984 this morning. Your company did received the email below. As agreed, the vendor application will be filled in and email back to us in couple of days, thanks!

From: Poon, Vivian
Sent: Monday, April 14, 2014 3:48 PM
To: 'customerservice@sparkfun.com'
Cc: Haney, Brenda
Subject: Request of Vendor Application for Req # 760450 - SparkFun Electronics

Sales,

Please complete and email back the vendor application on the following website, so that we can set your company in our system for possible ordering. Thanks!

<http://www.losrios.edu/lrc/purchasing/VENDORFORM.pdf>

Vivian Poon

Buyer

Purchasing

Los Rios Community College District

1919 Spanos Court

Sacramento, CA 95825

Phone : 916-568-3072

Fax : 916-568-3145

Email : poonv@losrios.edu