

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

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

**PURCHASE ORDER NO
CHANGE ORDER**

B114445

Date	Revision	Page
07/30/2013	12 - 06/11/2014	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
767659 HANEYB POONV	04ADMN	

Vendor: 0000004505
RALEY'S
 PO BOX 13778
 SACRAMENTO CA 95853

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

DO NOT SEND TO VENDOR

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	A/C # 100913 FLC BIOLOGY - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00 LOT	500.00	500.00	05/01/2014
2- 1	A/C # 100913 FLC CHEMISTRY - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00 LOT	650.00	650.00	05/01/2014
3- 1	A/C # 101119 EDC SB 70 454W - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00 LOT	86.83	86.83	05/01/2014
4- 1	A/C # 101119 EDC SB 70 454Y - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00 LOT	200.00	200.00	05/01/2014
5- 1	A/C # 101119 EDC BIOLOGY - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00 LOT	100.00	100.00	05/01/2014
6- 1	A/C # 101119 EDC CHEMISTRY - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00 LOT	311.00	311.00	05/01/2014
7- 1	A/C # 101119 FLC NUTR - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00 LOT	500.00	500.00	05/01/2014
8- 1	A/C# 100913 FLC PHYSICS - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00 LOT	100.00	100.00	05/01/2014

DO NOT SEND TO VENDOR

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] 6/18/2014

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**PURCHASE ORDER NO
CHANGE ORDER**

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Date 07/30/2013	Revision 12 - 06/11/2014	Page 2
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 767659 HANEYB POONV		Location / Dept 04ADMN

Vendor: 0000004505
RALEY'S
PO BOX 13778
SACRAMENTO CA 95853

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
9- 1	A/C# 101119 4500 FCPG 471C - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00	LOT	50.00	50.00	05/01/2014
10- 1	A/C# 101119 5200 FCPG 471C - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00	LOT	225.00	225.00	05/01/2014
11- 1	A/C # 101119 EDC MLT 12050 NAACLS ACCREDITATION - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00	LOT	150.00	150.00	05/01/2014
12- 1	A/C# 101119 4500 FCPG 567F - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00	LOT	50.00	50.00	05/01/2014
13- 1	A/C# 101119 5200 FCPG 567F - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00	LOT	670.00	670.00	05/01/2014
14- 1	A/C# 101119 7334 FCPG 567F - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14	1.00	LOT	2,225.00	2,225.00	05/01/2014

AUTHORIZED PERSONNEL :

KATHLEEN KIRKLIN
BRENDA HANEY
DAVID NEWHNAME

9/18/13 ADD LINE 8 NEW TOTAL \$2,100 PER J HARMAN. VP
DO NOT SEND CHANGE ORDER TO VENDOR

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 Walden 6/18/2014

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**PURCHASE ORDER NO
CHANGE ORDER**

B114445

Date	Revision	Page
07/30/2013	12 - 06/11/2014	3
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
767659 HANEYB POONV	04ADMN	

Vendor: 0000004505
 RALEY'S
 PO BOX 13778
 SACRAMENTO CA 95853

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

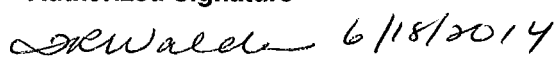
Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
11/1/13	ADD A LINE FOR \$25.00 AGAINST 4500-12-FL.VS.FCPG-64900-00000-471C AND ADD A LINE FOR \$125.00 AGAINST 5200-12-FL.VS.FCPG-64900-00000-471C (NEW PO TOTAL \$2,250.00 AND DO NOT SEND CHANGE ORDER TO VENDOR PER J.HARMAN - KJK					
11/21/13	LINE 6 INCREASE BY \$11 NEW TOTAL \$2,261 PER J HARMAN. VP DO NOT SEND CHANGE ORDER TO VENDOR					
12/5/13	LINE 9 INCREASE BY \$25 & LINE 10 INCREASE BY \$100 NEW TOTAL \$2,386 PER J HARMAN. VP DO NOT SEND CHANGE ORDER TO VENDOR					
1/8/14	LINE 3 DECREASE \$28 NEW TOTAL \$2,358 PER J HARMAN. VP DO NOT SEND CHANGE ORDER TO VENDOR					
2/18/14	LINE 6 INCREASE \$200 NEW TOTAL \$2,558 PER J HARMAN. VP DO NOT SEND CHANGE ORDER TO VENDOR					
3/3/14	LINE 3 DECREASE BY \$85.17 NEW TOTAL \$2,472.83 PER J HARMAN. KP DO NOT SEND CHANGE ORDER TO VENDOR					
4/1/14	ADD LINE 11 \$150.00 NEW TOTAL \$2,622.83 J HARMAN. VP					
4/8/14	LINE 1 INCREASE \$100 NEW TOTAL \$2,722.83 PER J HARMAN. VP					
4/30/14	ADD LINES 12 - 14 NEW TOTAL \$5,667.83 PER J HARMAN. VP DO NOT SEND CHANGE ORDER TO VENDOR					
5/13/14	CLOSE LINE 8 RELEASE REMAINING ENCUMBRANCE PER J HARMAN. VP					
6/11/14	LINE 2 INCREASE \$150 NEW TOTAL \$5,817.83 PER J HARMAN. VP DO NOT SEND CHANGE ORDER TO VENDOR					

Sub Total Amount	5,817.83
Sales Tax Amount	0.00
Total PO Amount	5,817.83

BU Acct Fd Org Prog Sub Proj Amount BYear

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PURCHASE ORDER NO
CHANGE ORDER

B114445

Date 07/30/2013	Revision 12 - 06/11/2014	Page 4
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 767659 HANEYB POONV		Location / Dept 04ADMN

Vendor: 0000004505
RALEY'S
PO BOX 13778
SACRAMENTO CA 95853

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
GENFD 4300 12	ED.VI.AR03 04000 00000 700P	100.00		2014		
GENFD 4300 12	ED.VI.AR03 19050 00000 700P	311.00		2014		
GENFD 4300 12	FL.VI.AR03 04000 00000 700P	500.00		2014		
GENFD 4300 12	FL.VI.AR03 19020 00000 700P	100.00		2014		
GENFD 4300 12	FL.VI.AR03 19050 00000 700P	650.00		2014		
GENFD 4300 12	FL.VI.VTEA 13060 00000 316C	500.00		2014		
GENFD 4500 12	FL.VS.FCPG 64900 00000 471C	50.00		2014		
GENFD 4500 12	FL.VS.FCPG 64900 00000 567F	50.00		2014		
GENFD 5200 11	FL.VI.AR05 12050 00000 041A	150.00		2014		
GENFD 5200 12	ED.VI.SB70 49990 00000 454W	86.83		2014		
GENFD 5200 12	ED.VI.SB70 49990 00000 454Y	200.00		2014		
GENFD 5200 12	FL.VS.FCPG 64900 00000 471C	225.00		2014		
GENFD 5200 12	FL.VS.FCPG 64900 00000 567F	670.00		2014		
GENFD 7334 12	FL.VS.FCPG 64900 00000 567F	2,225.00		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>

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Authorized Signature

AWald 6/18/2014

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BLANKET PO - CHANGE ORDER REQUEST

One Purchase Order per Form

*Submitted
6/10/14*

PO HEADER - COMPLETE ALL SECTIONS:

BPO#: B114445
(Enter PO# as it appears of BPO)

REQUEST DATE: 6/10/2014

COLLEGE: FLC

VENDOR NAME: RALEY'S

VENDOR#: 4505

Blanket Purchase Orders Require a Separate PO Line for each Budget Code Encumbered

CHANGE ENCUMBRANCE OF AN EXISTING PO LINE - Do Not Enter Budget Codes:

INCREASE **PO LINE#: 2** **AMOUNT: \$150.00**
(Required)

DECREASE **PO LINE#: []** **AMOUNT: []**
(Required)

CLOSE PO LINE(S): [] (Enter ALL BPO Lines to be closed).

ADD A NEW PO LINE & BUDGET - COMPLETE AMT, DESC, AND BUDGET CODE:
(All Fields Required)

ADD NEW PO LINE - AMOUNT: []

NEW LINE: **DESCRIPTION:** []

NEW LINE **BUDGET:** []

CHANGE AREA/DEPT AUTHORIZATIONS:

ADD AUTHORIZED PERSONNEL: []

DELETE AUTHORIZED PERSONNEL: []

NEW PO TOTAL = (If CW/BPO - Do Not Enter)

PO COMMENTS: []

REQUESTED BY: FLC/BSO
(Required)

DEPT: AREA 3 CHEM
(Required)

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

Email Completed BPO Change Order Form to FLC BSO Attn: Brenda Haney at haneyb@flc.losrios.edu
Must be submitted as a single page Word.doc attachment to your email. Do not paste into body of email.

BLANKET PO - CHANGE ORDER REQUEST

One Purchase Order per Form

*Submitted
4/29/14*

PO HEADER - COMPLETE ALL SECTIONS:

BPO#: B114445

(Enter PO# as it appears of BPO)

REQUEST DATE: 4/29/2014

COLLEGE: FLC

VENDOR NAME: RALEYS

VENDOR#: 4505

ADD A NEW PO LINE & BUDGET - COMPLETE AMT, DESC, AND BUDGET CODE:

(All Fields Required)

ADD NEW PO LINE - AMOUNT: \$50.00

NEW LINE: DESCRIPTION: A/C# 10119 4500 FCPG 567F -

NEW LINE BUDGET: GENFD 4500 12 FL.VS.FCPG 64900 00000 567F

ADD NEW PO LINE - AMOUNT: \$670.00

NEW LINE: DESCRIPTION: A/C# 10119 5200 FCPG 567F -

NEW LINE BUDGET: GENFD 5200 12 FL.VS.FCPG 64900 00000 567F

ADD NEW PO LINE - AMOUNT: \$2,225.00

NEW LINE: DESCRIPTION: A/C# 10119 7334 FCPG 567F -

NEW LINE BUDGET: GENFD 7334 12 FL.VS.FCPG 64900 00000 567F

NEW PO TOTAL = \$5,622.83 (Do Not Enter if this change is for a CW/BPO)

PO COMMENTS: PO Increase required to pay Raley's Invoices

REQUESTED BY: FLC/BSO

(Required)

DEPT: FCPG

(Required)

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

BLANKET PO - CHANGE ORDER REQUEST

One Purchase Order per Form

*submitted
3/21/14*

PO HEADER - COMPLETE ALL SECTIONS:

BPO#: B114445

REQUEST DATE: 3/21/14

COLLEGE: FLC

(Enter PO# as it appears of BPO)

VENDOR NAME: RALEYS

VENDOR#: 4505

Blanket Purchase Orders Require a Separate PO Line for each Budget Code Encumbered

CHANGE ENCUMBRANCE OF AN EXISTING PO LINE - Do Not Enter Budget Codes:

INCREASE **PO LINE#:** [] **AMOUNT:** []
(Required)

DECREASE **PO LINE#:** [] **AMOUNT:** []
(Required)

CLOSE PO LINE(S): [] (Enter ALL BPO Lines to be Closed).

ADD A NEW PO LINE & BUDGET – COMPLETE AMT, DESC, AND BUDGET CODE:

(All Fields Required)

ADD NEW PO LINE - AMOUNT: \$150.00

NEW LINE: DESCRIPTION:

A/C # 101119 EDC MLT 12050 NAACLS ACCREDITATION - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14

NEW LINE BUDGET: GENFD 5200 11 FL.VI.AR05 12050 2014 041A

CHANGE AREA/DEPT AUTHORIZATIONS:

ADD AUTHORIZED PERSONNEL:

DELETE AUTHORIZED PERSONNEL: []

NEW PO TOTAL = \$2,672.83 (Do Not Enter if this change is for a CW/BPO)

PO COMMENTS: []

REQUESTED BY: Vonnie Shane

(Required)

DEPT: EDC/ADMN

(Required)

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

Email Completed BPO Change Order Form to FLC BSO Attn: Brenda Haney at haneyb@flc.losrios.edu

Must be submitted as a single page Word.doc attachment to your email. Do not paste into body of email.

*submitted
2/25/14*

Change Order Request

PO # B114445

Request Date: 02/25/14

College/Dept: FLC

Vendor Name RALEY'S

Vendor #000000004505

CHANGE BLANKET PO:

DECREASE - LINE# 3 AMOUNT: \$85.17 (Close PO Line)

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = **\$2,472.83**

Comments to be added: Requested by FLC/BSO for EDC SB70 S. Clark

OTHER:

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

Change Order Request

*submitted
2/13/14*

PO # B114445

Request Date: 02/13/14

College/Dept: FLC

Vendor Name RALEY'S

Vendor #00000004505

CHANGE BLANKET PO:

INCREASE - LINE# 6 AMOUNT: \$200.00

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$2,558.00

Comments to be added: Requested by FLC/BSO for EDC AR03 K. Zwerenz

OTHER:

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

Change Order Request

Re-submitted
1/8/14

PO # B114445

Request Date: 01/08/14

College/Dept: FLC

Vendor Name RALEY'S

Vendor #00000004505

CHANGE BLANKET PO:

DECREASE - LINE# 3 AMOUNT BY: \$28.00
(New Line Total \$172.00 , New ENC Bal = \$85.17)

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$2,358.00

Comments to be added: Decrease requested by S. Clark

OTHER:

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

Change Order Request

submitted 12/5/13

PO # B114445

Request Date: 12/05/13

College/Dept: FLC

Vendor Name RALEY'S

Vendor #00000004505

CHANGE BLANKET PO:

INCREASE - LINE# 9 AMOUNT: \$25.00

INCREASE - LINE# 10 AMOUNT: \$100.00

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$2,386.00

Comments to be added: Increase requested by J. Aguilar

OTHER:

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

Change Order Request

Submitted 11/19

PO # B114445

Request Date: 09/18/13

College/Dept: FLC

Vendor Name RALEY'S

Vendor #00000004505

CHANGE BLANKET PO:

INCREASE - LINE# 6

AMOUNT: \$11.00

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$2,261.00

Comments to be added: Increase requested by FLC BSO

OTHER:

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

L# 2 EDC / Chem over spent
 10/31 C/o to inc cover receipt
 total. Line Bal \$1.98
 now.

Receipt BOR received late 11/08 (Due
 11/4-5).

Change Order Request

*Submitted
10/01/13*

PO # B114445

Request Date: 10/31/13

College/Dept: FLC

Vendor Name RALEY'S

Vendor #00000004505

CHANGE BLANKET PO:

INCREASE - ADD AS LINE# 9

AMOUNT: \$25.00

BUDGET: GENFD 4500 12 FL.VS.FCPG 64900 00000 2014 471C

DESCRIPTION:

A/C# 101119 4500 FCPG 471C - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14

INCREASE - ADD AS LINE# 10

AMOUNT: \$125.00

BUDGET: GENFD 5200 12 FL.VS.FCPG 64900 00000 2014 471C

DESCRIPTION:

A/C# 101119 5200 FCPG 471C - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = **\$2,250.00**

Comments to be added: Increase requested by FLC BSO

OTHER:

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

Change Order Request

*Submitted
9/18/13*

PO # B114445

Request Date: 09/18/13

College/Dept: FLC

Vendor Name RALEY'S

Vendor #000000004505

CHANGE BLANKET PO:

INCREASE - ADD AS LINE# 8

AMOUNT: \$100.00

BUDGET: GENFD 4300 12 FL.VI.AR03 19020 00000 2014 700P

DESCRIPTION:

A/C# 100913 FLC PHYSICS - BLANKET PURCHASE ORDER FOR COLLEGE-WIDE USE OF RALEY'S CREDIT CARDS 7/1/13 - 6/30/14

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = **\$2,100.00**

Comments to be added: Increase requested by FLC BSO

OTHER:

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

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 1 of 3

Req. No. 767659
P.O. NO. _____

Vendor Code 4505 DATE 7/10/13
 Approved _____ VENDOR RALEY'S
 Terms _____ ADDRESS _____
 F.O.B. _____ CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____

DELIVERY INSTRUCTIONS
04ADMN
 Location Code FLC
 College/District Location ADMN Department BSOF
 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	College-Wide Blanket PO for				
2	Use of Raley's Cards				
3	from July 1, 2013 to June 30, 2014				
4					
①	A/C# 100913 - FLC BIOLOGY	1	EA		400
Auth: Linda Meroux, Linda Santoro, Gary Hartley					
Budget: GENFD 4300 12 FL-VI-AR03 04000 00000 700P					
②	A/C# 100913 - FLC CHEMISTRY	1	EA		500
Auth: Jeanne Hintze, Tina Saad, Linda Santoro, Gary Hartley					
Budget: GENFD 4300 12 FL-VI-AR03 19050 00000 700P					
12					
13					
Purchases Charged to Categorical Programs, Grants or Special Projects				Sales Tax	
This purchase is in compliance with the requirements of <u>Zottery, SB70, VTEA</u>					
Program Director/Coordinator Signature <u>[Signature]</u> For grants/special projects <u>100P, 454W, Y, 316C</u>				Total <u>\$2,000</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: B Haney TYPED/PRINT 7/10/13 DATE
 REQUESTED BY: [Signature] SIGNATURE 7/10/13 DATE
 AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE 7/10/13 DATE
 APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION 7/10/13 DATE

VARIOUS
 Bus. Unit Account* Fund Org
see above
 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

Los Rios Community College District

Requisition

Req. No. 767659
 P.O. NO. _____

Vendor Code 4505 DATE 7/10/13
 Approved _____ VENDOR RILEY'S
 Terms _____ ADDRESS _____
 F.O.B. _____ CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____

DELIVERY INSTRUCTIONS
04ADMN
 Location Code FLC BSOF
 College/District Location ADMN 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.					
<u>3</u>	<u>A/C # 10119 - EDC SB70 454W</u>	<u>1</u>	<u>EA</u>		<u>200</u>
<u>Auth: Shannon Clark, Vonnie Shane, Dale Van Dam</u>					
<u>Budget GENFD 5200 12 ED.VI.SB70 49990 00000 454W</u>					
<u>4</u>	<u>A/C # 10119 - EDC SB70 454Y</u>	<u>1</u>	<u>EA</u>		<u>200</u>
<u>Auth: Shannon Clark, Vonnie Shane, Dale Van Dam</u>					
<u>Budget: GENFD 5200 12 ED.VI.SB70 49990 00000 454Y</u>					
<u>5</u>	<u>A/C # 10119 - EDC BIOLOGY</u>	<u>1</u>	<u>EA</u>		<u>100</u>
<u>Auth: Kim Zwerenz, Vonnie Shane, Dale Van Dam</u>					
<u>Budget: GENFD 4300 12 ED.VI.ARO3 04000 00000 700P</u>					

Purchases Charged to Categorical Programs, Grants or Special Projects
 This purchase is in compliance with the requirements of Lottery, SB70, VTEA Sales Tax
[Signature] For grants/special projects 1000, 454W, Y, 316C **Total** \$2,000
 Program Director/Coordinator Signature _____ Project/Grant Number _____

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: B Haney TYPED/PRINT 7/10/13 DATE
 REQUESTED BY: [Signature] SIGNATURE 7/10/13 DATE
 AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE 7/11/13 DATE
 APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION 7/11/13 DATE

VARIOUS

Bus. Unit	Account*	Fund	Org	Amount
<u>see above</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

Page 3 of 3 **Los Rios Community College District**
Requisition

Req. No. 767659
P.O. NO.

Vendor Code 4505 DATE 7/10/13
Approved _____ VENDOR RILEY'S
Terms _____ ADDRESS _____
F.O.B. _____ CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____

DELIVERY INSTRUCTIONS
04ADMN
Location Code FLC BSOF
College/District Location ADMN 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.					
<u>6</u>	<u>A/C 10119 EDC CHEMISTRY</u>	<u>1</u>	<u>EA</u>		<u>100</u>
<u>Auth: Kim Zworenz, Vonnie Shane, Duke Van Dam</u>					
<u>Budget: GENFD 4300 12 ED.VI.ARB 19050 0000 700P</u>					
<u>7</u>	<u>A/C 10119 FLC NUTR</u>	<u>1</u>	<u>EA</u>		<u>500</u>
<u>Auth: Jessica Hodge, Ruth Nielsen, Monica Pectol</u>					
<u>Budget: GENFD 4300 12 FL.VI.VTEA 13060 0000 316C</u>					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects
This purchase is in compliance with the requirements of Lobby, SB70, VTEA Sales Tax
[Signature] For grants/special projects 700, 454W, 316C Program Name
Program Director/Coordinator Signature Project/Grant Number
Total \$2,000

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.
B Haney 7/10/13
REQUESTED BY: TYPED/PRINT DATE
B Haney 7/10/13
REQUESTED BY: SIGNATURE DATE
[Signature] 7/11/13
AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE
[Signature] 7/11/13
APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

VARIOUS
Bus. Unit Account* Fund Org
see above
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