

# Los Rios Community College District Requisition

Revised 5/2/14  
Req. No. **767206**  
P.O. NO.

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

<b>VendorCode</b>	DATE <u>2/20/14</u>
<b>Approved</b>	VENDOR <u>Wards Natural Science</u>
<b>Terms</b>	ADDRESS <u>Box 92912</u>
<b>F.O.B.</b>	CITY <u>Rochester</u> STATE <u>Ny</u> ZIP <u>14692</u>
	PHONE <u>800 926 2600</u> FAX _____

<b>DELIVERY INSTRUCTIONS</b>	
Location Code <u>04EDC</u>	
College/District Location <u>EDC Science A103</u>	Department <u>Science</u>
Division _____	Date Required _____

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. <b>DO NOT USE A SECOND REQUISITION.</b>				
1					
2	<u>See attached quote</u>				
3					<u>10,002.37</u>
4	<u># 8002474216</u>				<del><u>7605.78</u></del>
5					
6					
7					
8					
9					
10					
11					
12					
13				<u>7.50%</u>	<u>750.18</u>

Canceled 6/15/14  
 Area VP did not meet & Approval by FY Budget Funding per Deadline. See Email Stream attached.

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>					
This purchase is in compliance with the requirements of _____		Program Name <u>IEQP / 04000 BHL</u>	Sales Tax	<u>570.43</u>	
For grants/special projects _____		Project/Grant Number <u>053A</u>	<b>Total</b>	<del><u>8176.21</u></del>	<u>10,752.55</u>
Program Director/Coordinator Signature <u>04000 Biology</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: Kim Zwarg TYPED/PRINT DATE 2/21/14

REQUESTED BY: Kim Zwarg SIGNATURE DATE 2/21/14

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 3/3/2014

APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE \_\_\_\_\_

<u>COPED / 6490 / 41 / FL.VI. IEQP</u>				
Bus. Unit	Account *	Fund	Org	Amount
<u>67900</u>	<u>821063</u>	<u>2014</u>	<u>053A</u>	<u>10,752.55</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account *	Fund	Org	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

ENTERED  
 3-20-14  
 Instructions on Reverse

\* 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 04EDCA103 Dept. Science

Building A Room No. EDCA103



# Los Rios Community College District

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

## Requisition F.L.C BUSINESS SERVICES

Req. No. **767206**  
P.O. NO.

Vendor Code \_\_\_\_\_ DATE 2/26/14  
 Approved \_\_\_\_\_ VENDOR Wards Natural Science  
 Terms \_\_\_\_\_ ADDRESS Box 92912  
 F.O.B. \_\_\_\_\_ CITY Rochester STATE Ny ZIP 14692  
 PHONE 800 926 2600 FAX \_\_\_\_\_

DELIVERY INSTRUCTIONS

04 EDC  
Location Code

EDC Science A103  
College/District Location Department

Science  
Division

Date Required \_\_\_\_\_

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES <small>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</small>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1					
2	<u>See attached quotes</u>				
3					<u>10,002.37</u>
4	<u># 8002474216 (dated 2/25/14)</u>				<u>765.78</u>
5					
6					
7					
8					
9					
10					
11					
12					
13					<u>750.18</u>

Inaction  
APR 2014

**Purchases Charged to Categorical Programs, Grants or Special Projects**  
 This purchase is in compliance with the requirements of IEOP / 04-000-BIOL  
 For grants/special projects 053A

Program Name: 053A Project/Grant Number: \_\_\_\_\_

Program Director/Coordinator Signature: 04-000 Biology

Program Goal/Objective Number/Explanation: \_\_\_\_\_

Sales Tax: 570.93  
 Total: 10,752.55  
8176.21

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: Kim Zwarcenz TYPED/PRINT DATE: 2/21/14  
 REQUESTED BY: Kim Zwarcenz SIGNATURE DATE: 2/21/14  
 AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE: 3/13/2014  
 APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE: \_\_\_\_\_

COPIED 76490/41 / FL.VI. IEOP

Bus. Unit	Account*	Fund	Org	Amount
<u>67900</u>	<u>1931063</u>	<u>2014</u>	<u>053A</u>	<u>\$ 8176.21</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: 04EDCA103 Dept: Science  
 Building: A Room No: EDC A103

**Instructions on Reverse**

## Haney, Brenda

---

**From:** Shane, Vonnie  
**Sent:** Friday, May 02, 2014 10:16 AM  
**To:** Anderson, Jae  
**Cc:** Newnham, David; Santoro, Linda; van Dam, Dale; Zwerenz, Kim; Hartley, Gary; Haney, Brenda  
**Subject:** Ward Natural Science Req #767206 Revision  
**Attachments:** Wards Natural Science Req. 767206 Revision.pdf

Good Morning,

Please see a copy of the revised requisition for WARDS NATURAL SCIENCE for an order of manikins. The attached quote (dated 2/25/14) reflects correct pricing adjustments to the original quote (dated 2/21/14). The new total (\$10,752.55) does not exceed the < \$10,800.00 allocation that was designated for this purchase.

At this time, the revised requisition needs VPI approval and signature. We kindly ask that you expedite this request by sending an email with a copy of the signed revisions to Brenda Haney in business services as soon as possible.

Please let me know if you have any questions or need more information.

Thank you very much.

Budget Year	Account String	Current Budget	Pre-Encumbrances	Encumbrances	YTD Expenses	Available Balance
2014	COPFD 6490 41 FL.VI.IEQP 67700 83663 2014 053A	\$28,525.00	\$0.00	\$3,862.00	\$12,024.76	\$12,638.24

[\[New Budget Summary Query\]](#) [\[Main Page\]](#)

Data Last Updated: 5/2/2014 6:22:36 AM

*Vonnie Shane*

Administrative Assistant to Dale van Dam  
Folsom Lake College/El Dorado Center  
6699 Campus Drive  
Placerville, CA 95667  
(530) 642-5682  
[shanev@flc.losrios.edu](mailto:shanev@flc.losrios.edu)



a division of VWR International, LLC.  
 5100 West Henrietta Road  
 Post Office Box 92912  
 Rochester, New York 14692-9012

*Revised/Increase* Quotation

Bill-To-Party
LOS RIOS CMTY CLG DISTRICT OFF 1919 SPANOS CT SACRAMENTO CA 95825-3981

Ship-To-Party
FOLSOM LAKE COLLEGE EL DORADO CENTER - DEPT OF SCIENCE 6699 CAMPUS DR PLACERVILLE CA 95667-7744

Information	
Quote	8002474216
Date	02/21/2014
Bill To Customer No.	80296212
Ship To Customer No.	80304991
Contact Name	KIM ZWERENZ
Telephone	530-642-5643
Email	zw erenk@flc.losrios.edu
Currency	USD
Sales Rep	SCI ED NCAL OPEN
Valid	02/21/2014
Expires	05/21/2014
Cust ref	FLC LOS RIOS

Information	
<b>Term:</b>	Transport fees as per standard terms and conditions unless indicated otherwise in this quotation. Taxes not included.  Revised Quote.  Wards will pick up the Ground Shipping Charges unless otherwise stated in the quote.  The quoted product and prices, as well as taxes/shipping & handling (if applicable), are based on a full order of the quote provided . To ensure you receive your quoted pricing, please reference the quote number on your purchase order. All orders of \$24.99 or less (pre-tax) will be subject to an additional \$7.00 handling fee. Orders under \$100.00 will be subject to current shipping charges, Unless stated on the quote. If your organization is tax exempt, and estimated taxes have been quoted, please provide a copy of your tax exemption certificate with your order so that we can add it to your account. Item prices ending in#9# (i.e.XX.09, XX.89, XX.99) are excluded from any discount.

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
20	20	814734 MODEL GIANT ANIMAL CELL	1 EA	470.77	470.77
30	30	813132 MODEL SOMSO FUNCTIONAL ELBOW	1 EA	227.04	227.04
40	40	813412 MDL FUNCTIONAL KNEE JOINT	1 EA	239.73	239.73
50	50	810650 WARD'S MUSCLE TYPES MODEL SET	1 KT	591.94	591.94
60	60	810968 MODEL CLEAR SINUS GPI	1 EA	82.68	82.68
70	70	814019	1 EA	356.58	356.58





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5100 West Henrietta Road  
Post Office Box 92912  
Rochester, New York 14692-9012

# Quotation

Quote : 8002474216

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
		SOMSO SPINAL CORD SECTION MODEL			
80	80	813113 MDL GIANT EAR 3X LIFE SIZE	2 EA	153.12	306.24
90	90	813022 SOMSO HEART MODEL STAND-MOUNT	4 EA	376.46	1,505.84
100	100	815103 DIGESTIVE DUCT WALL COMP. STRUCTURE	1 EA	229.32	229.32
110	110	813510 DIGESTIVE SYSTEM MODEL 3-PART	1 EA	411.84	411.84
120	120	654470 PIGEON SKELETON ARTICULATED NATURAL	1 EA	239.70	239.70
130	130	653330 TURTLE SKELETON ARTICULATED NATURAL	1 EA	550.80	550.80
140	140	655205 CAT SKELETON ARTICULATED NATURAL	1 EA	450.00	450.00
150	150	655300 CANINE SKELETON ARTICULATED NATURAL	1 EA	480.25	480.25
170	170	813286 3B INTRODUCTORY EYE IN ORBIT MODEL	1 EA	289.00	289.00
180	180	811177 MDL DISSECTIBLE MUSCLED ARM 6 PRTS	2 EA	505.75	1,011.50
190	190	811164 MDL DISSECTIBLE MUSCLED LEG 9 PRTS	2 EA	645.15	1,290.30
200		823106 DIDACTIC SKULL 22-PART	1 EA	403.92	403.92
220		810601 WARD'S BLOOD COMPONENTS MODEL SET	1 KT	864.92	864.92
Item Total					10,002.37

TO PLACE YOUR ORDER, PLEASE CALL  
CONTACT TEL: 1-800-962-2660  
FAX: 1-800-635-8439

# LOS RIOS Community College District

## Requisition

FLC BUSINESS SERVICES

*Revised 5/2/14*

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

Req. No. **767206**

P.O. NO.

Vendor Code: **5887**

Approved

Terms

F.O.B.

DATE **2/20/14**

VENDOR **Wards Natural Science**

ADDRESS **Box 92912**

CITY **Rochester** STATE **ny** ZIP **14692**

PHONE **800 926 2600** FAX \_\_\_\_\_

2014 MAR 13 P: 2: 37

DELIVERY INSTRUCTIONS

**04EDCA103**

Location Code

**EDC SCIENCE A103**

College/District Location Department

**SCIENCE**

Division Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES <i>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</i>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1					
2	<i>See attached quote</i>				
3					
4	<i># 8002474216</i>				<b>7605.78</b>
5					
6					
7					
8					
9					
10					
11					
12					
13					

*Cancel email dated 6/5/14 from Brenda Haney*

MAR 20 2014  
Purchasing

**Purchases Charged to Categorical Programs, Grants or Special Projects**

This purchase is in compliance with the requirements of **IEQP / 04000 BHL** SalesTax **570.43**

For grants/special projects **053A** Program Name Project/Grant Number

Program Director/Coordinator Signature: **04000 Biology**

**Total 8176.21**

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: **Kim Zworsch** TYPED/PRINT DATE **2/21/14**

REQUESTED BY: **Kim Zworsch** SIGNATURE DATE **2/21/14**

\*AUTHORIZED: **[Signature]** DEANOR AUTHORIZED SIGNATURE DATE **3/13/2014**

APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE \_\_\_\_\_

**COPED / 6490 / 41 / FL.VI. IEQP**

Bus. Unit	Account*	Fund	Org	
<b>67700</b>	<b>831063</b>	<b>2014</b>	<b>053A</b>	<b>\$ 8176.21</b>
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 **04EDCA103** Dept. **Science**

Building **A** Room No. **EDC A103**

**Instructions on Reverse**





a division of VWR International, LLC.  
 5100 West Henrietta Road  
 Post Office Box 92912  
 Rochester, New York 14692-9012

# Quotation

**Bill-To-Party**  
 FOLSOM LAKE COLLEGE  
 10 COLLEGE PKWY  
 FOLSOM CA 95630-6798

**Ship-To-Party**  
~~FOLSOM LAKE COLLEGE~~  
~~10 COLLEGE PKWY~~  
~~FOLSOM CA 95630-6798~~  
 31 Barado Center  
 4699 Campus Dr

**Information**  
**Quote** 8002474216  
**Date** 02/21/2014  
**Bill To Customer No.** 80250592  
**Ship To Customer No.** 80250592  
**Contact Name** KIM ZWERENZ  
**Telephone** 530-642-5643  
**Email** zwerenk@flc.losrios.edu  
**Currency** USD  
**Sales Rep** SCI ED NCAL OPEN  
**Valid** 02/21/2014  
**Expires** 05/21/2014  
**Cust ref** FLC LOS RIOS

*Revised 5/21/14  
 per new quote inc'd Amt*

**Information**

**Term:** Transport fees as per standard terms and conditions unless indicated otherwise in this quotation. Taxes not included.

Wards will pick up the Ground Shipping Charges unless otherwise stated in the quote.

The quoted product and prices, as well as taxes/shipping & handling (if applicable), are based on a full order of the quote provided. To ensure you receive your quoted pricing, please reference the quote number on your purchase order. All orders of \$24.99 or less (pre-tax) will be subject to an additional \$7.00 handling fee. Orders under \$100.00 will be subject to current shipping charges, unless stated on the quote. If your organization is tax exempt, and estimated taxes have been quoted, please provide a copy of your tax exemption certificate with your order so that we can add it to your account. Item prices ending in#9# (i.e.XX.09, XX.89, XX.99) are excluded from any discount.

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
10	10	814735 MODEL PLANT CELL STACO	1 EA	686.61	686.61
20	20	814734 MODEL GIANT ANIMAL CELL	1 EA	498.47	498.47
30	30	813132 MODEL SOMSO FUNCTIONAL ELBOW	1 EA	255.42	255.42
40	40	813412 MDL FUNCTIONAL KNEE JOINT	1 EA	263.12	263.12
50	50	810650 WARD'S MUSCLE TYPES MODEL SET	1 KT	626.76	626.76
60	60	810968 MODEL CLEAR SINUS GPI	1 EA	93.02	93.02
70	70	814019 SOMSO SPINAL CORD SECTION MODEL	1 EA	364.68	364.68
80	80	813113	1 EA	156.60	156.60



a division of VWR International, LLC.  
 5100 West Henrietta Road  
 Post Office Box 92912  
 Rochester, New York 14692-9012

# Quotation

Quote : 8002474216

*Revised*

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
		MDL GIANT EAR 3X LIFE SIZE			
90	90	813022	4 EA	385.02	1,540.08
		SOMSO HEART MODEL STAND-MOUNT			
100	100	815103	1 EA	245.70	245.70
		DIGESTIVE DUCT WALL COMP. STRUCTURE			
110	110	813510	1 EA	421.20	421.20
		DIGESTIVE SYSTEM MODEL 3-PART			
120	120	654470	1 EA	253.80	253.80
		PIGEON SKELETON ARTICULATED NATURAL			
130	130	653330	1 EA	550.80	550.80
		TURTLE SKELETON ARTICULATED NATURAL			
140	140	655205	1 EA	450.00	450.00
		CAT SKELETON ARTICULATED NATURAL			
150	150	655300	1 EA	508.50	508.50
		CANINE SKELETON ARTICULATED NATURAL			
160	160	813022	1 EA	385.02	385.02
		SOMSO HEART MODEL STAND-MOUNT			
170	170	813286	1 EA	306.00	306.00
		3B INTRODUCTORY EYE IN ORBIT MODEL			
Item Total					7,605.78

TO PLACE YOUR ORDER, PLEASE CALL  
 CONTACT TEL: 1-800-962-2660  
 FAX: 1-800-635-8439  
 Email : bids.wardsci@vwr.com  
 Web site: www.wardsci.com

PLEASE REFER TO VWR QUOTATION NO. 8002474216

THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS

Installation not included unless otherwise noted.

Customer is responsible for unloading and providing standard receiving facilities for large and/or heavy shipments. Special unloading or delivery can be arranged provided VWR International is notified at the time of order placement. Please note that additional charges may apply to the above. For such arrangements please contact VWR International for a quotation.



## Haney, Brenda

---

**From:** Shane, Vonnie  
**Sent:** Friday, February 21, 2014 3:37 PM  
**To:** Anderson, Jae; Haney, Brenda  
**Cc:** Santoro, Linda; Zwerenz, Kim  
**Subject:** RE: Wards Natural Science Req 767206

Yes, the original paperwork is in the mailbag. I have added the following location codes:

Loc. Code: 04EDCA103  
Dept: Science  
Room No: EDC A103  
Building A

Thanks!

---

**From:** Anderson, Jae  
**Sent:** Friday, February 21, 2014 3:24 PM  
**To:** Shane, Vonnie; Haney, Brenda  
**Cc:** Santoro, Linda; Zwerenz, Kim  
**Subject:** RE: Wards Natural Science Req 767206

Thank you Vonnie,

Is the original on the way?

Additionally, we need the Asset location for the bottom.

*Jae A. Anderson*

Administrative Assistant to the  
Vice President of Instruction  
Folsom Lake College  
(916) 608-6899

---

**From:** Shane, Vonnie  
**Sent:** Friday, February 21, 2014 3:23 PM  
**To:** Haney, Brenda  
**Cc:** Santoro, Linda; Zwerenz, Kim; Anderson, Jae  
**Subject:** Wards Natural Science Req 767206

Here is the requisition (#767206) for Wards Natural Science for the purchase of models for AP/MLT.

Thank you for your brilliant work on this.

## Haney, Brenda

---

**From:** Zwerenz, Kim  
**Sent:** Tuesday, February 25, 2014 2:44 PM  
**To:** Haney, Brenda  
**Subject:** revised wards quote  
**Attachments:** revisedwards.pdf

Hi – Here is the complete Wards quote – better pricing, totals, and address

Thanks

*Kim Zwerenz*



**Poon, Vivian**

---

**From:** Poon, Vivian  
**Sent:** Thursday, June 05, 2014 2:58 PM  
**To:** Haney, Brenda  
**Cc:** Alford, Jennifer; Harman, Joany  
**Subject:** RE: PLEASE CANCEL\_ REQ/PO STATUS\_ WARDS REQ\_767206\_ QUOTE(S)# 8002474216

Req cancelled and original returned to you, thanks!

---

**From:** Haney, Brenda  
**Sent:** Thursday, June 05, 2014 1:20 PM  
**To:** Poon, Vivian; Harman, Joany  
**Cc:** Alford, Jennifer  
**Subject:** PLEASE CANCEL\_ REQ/PO STATUS\_ WARDS REQ\_767206\_ QUOTE(S)# 8002474216  
**Importance:** High

Vivian –

Please cancel this REQ#\_767206 and return originals to FLC/BSO.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

---

**From:** Haney, Brenda  
**Sent:** Thursday, June 05, 2014 10:15 AM  
**To:** Poon, Vivian; Harman, Joany  
**Cc:** Alford, Jennifer  
**Subject:** RE: PLEASE ADVISE\_ REQ/PO STATUS\_ WARDS REQ\_767206\_ QUOTE(S)# 8002474216

We are checking again today with VPIs office.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

---

**From:** Poon, Vivian  
**Sent:** Thursday, June 05, 2014 10:13 AM  
**To:** Haney, Brenda; Harman, Joany  
**Cc:** Alford, Jennifer  
**Subject:** RE: PLEASE ADVISE\_ REQ/PO STATUS\_ WARDS REQ\_767206\_ QUOTE(S)# 8002474216  
**Importance:** High

*VPI cannot cover Budget FY Deadline. New may resubmit request to VPI office in 2015.*

*3rd / Final Request to Area / VPI office for approval. Revised Quote & B/mc.*



I called and left a message to Brenda this morning. We have been following up on this req since 4/2/14. Is there any update at this point? Do you want to cancel this req? Please check and advise, thanks!

---

**From:** Poon, Vivian  
**Sent:** Friday, May 30, 2014 5:16 PM  
**To:** Haney, Brenda; Harman, Joany  
**Cc:** Alford, Jennifer  
**Subject:** RE: PLEASE ADVISE\_ REQ/PO STATUS\_ WARDS REQ\_767206\_ QUOTE(S)# 8002474216

Any update? Please check and advise, thanks!

---

**From:** Poon, Vivian  
**Sent:** Monday, May 05, 2014 12:40 PM  
**To:** Haney, Brenda  
**Cc:** Harman, Joany; Alford, Jennifer  
**Subject:** RE: PLEASE ADVISE\_ REQ/PO STATUS\_ WARDS REQ\_767206\_ QUOTE(S)# 8002474216

Thanks!

---

**From:** Haney, Brenda  
**Sent:** Saturday, May 03, 2014 8:59 AM  
**To:** Poon, Vivian  
**Subject:** FW: PLEASE ADVISE\_ REQ/PO STATUS\_ WARDS REQ\_767206\_ QUOTE(S)# 8002474216

Vivian -

Revision to this REQ\_767206 for Wards - will be emailed to Purchasing next week - as the Area has requested a revised quote and increase to REQ/PO. Currently with VPIs office for approval.

---

**From:** Haney, Brenda  
**Sent:** Friday, May 02, 2014 12:38 PM  
**To:** Harman, Joany  
**Cc:** Shane, Vonnie; Anderson, Jae; Zwerenz, Kim  
**Subject:** RE: PLEASE ADVISE\_ REQ/PO STATUS\_ WARDS REQ\_767206\_ QUOTE(S)# 8002474216

Vonnie has sent revised REQ & quote to VP today for signature. Once VPs office emails revision back to BSO – I will forward them to Purchasing.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

---

**From:** Poon, Vivian  
**Sent:** Wednesday, April 23, 2014 2:07 PM  
**To:** Harman, Joany; Haney, Brenda  
**Cc:** Alford, Jennifer  
**Subject:** RE: Status of Req 767206 Wards Natural Science

We have not received response to FLC email dated 4/3/14 below. Req is thus pending, thanks!



**From:** Harman, Joany  
**Sent:** Tuesday, April 22, 2014 8:26 AM  
**To:** Poon, Vivian  
**Cc:** Haney, Brenda  
**Subject:** FW: Status of Req 767206 Wards Natural Science

Hi Vivian,  
Please respond to Brenda as she is back in the office today. Thanks.

**From:** Harman, Joany  
**Sent:** Monday, April 21, 2014 3:39 PM  
**To:** Poon, Vivian  
**Subject:** Status of Req 767206 Wards Natural Science

Hi Vivian,  
Can you give me a status on this requisition?  
Thank you,  
Joany

**From:** [konica2-bussvcs-flc@flc.losrios.edu](mailto:konica2-bussvcs-flc@flc.losrios.edu) [mailto:[konica2-bussvcs-flc@flc.losrios.edu](mailto:konica2-bussvcs-flc@flc.losrios.edu)]  
**Sent:** Monday, April 21, 2014 4:13 AM  
**To:** Harman, Joany  
**Subject:** Message from Konica2-bussvcs-flc

**From:** Haney, Brenda  
**Sent:** Thursday, April 03, 2014 8:50 AM  
**To:** Poon, Vivian  
**Cc:** Alford, Jennifer  
**Subject:** RE: Req 767206 WARDS NATURAL SCIENCE EST INC

This REQ is under review for both budget and revised quote. We will send you an update asap.

Thank you,  
*Brenda Haney*  
Business Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

*Awaiting Area to Amend  
Revised Quote  
& UPI approval  
for Budget  
Increase.*

**From:** Poon, Vivian  
**Sent:** Wednesday, April 02, 2014 4:43 PM  
**To:** Haney, Brenda  
**Cc:** Alford, Jennifer  
**Subject:** Req 767206 WARDS NATURAL SCIENCE EST INC

Budget Invalid value, please check and advise. Thanks!

## Haney, Brenda

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**From:** Haney, Brenda  
**Sent:** Thursday, June 05, 2014 1:18 PM  
**To:** Newnham, David  
**Cc:** Anderson, Jae; Shane, Vonnie; Plews, Jeanne; Harrell, Kim  
**Subject:** RE: FOR YOUR IMMEDIATE ACTION\_FINAL DEADLINE\_ RE: Ward Natural Science Req # 767206 Revision / REQ WILL BE CANCELLED 6/6/14  
**Attachments:** Wards Natural Science Req. 767206 Revision.pdf  
**Importance:** High

Hi David –

Thanks for getting back to us.

This particular WARDS REQ\_767206 is not funded by VTEA – it is COPFD/ FL.VI.IEQP funding for Biology Models (see below and attached).

I have reviewed this further with Joany - and as the total 2014 6490/FL.VI.IEQP/053A requisitions exceeded the maximum available funds by \$3,300 - unfortunately there is simply not enough COPFD funds remaining in 2014 to cover this \$11,753 request in this fiscal year.

- The Good News is that - this same COPFD balance of \$7,453.45 will carry-over to 2015 –
  - Therefore - as we are closing all 2014 Purchasing this REQ\_767206 will be cancelled at this time and Returned to Area.
  - The Area and VPIs office may re-submit a new 2015 REQ/Quote for these items – providing adequate funding is identified and allocated for the REQ/PO total to clear budget check at that time.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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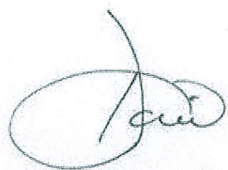
**From:** Newnham, David  
**Sent:** Thursday, June 05, 2014 12:23 PM  
**To:** Haney, Brenda  
**Cc:** Anderson, Jae; Shane, Vonnie; Plews, Jeanne; Harrell, Kim  
**Subject:** RE: FOR YOUR IMMEDIATE ACTION\_FINAL DEADLINE\_ RE: Ward Natural Science Req #767206 Revision / REQ WILL BE CANCELLED 6/6/14  
**Importance:** High

Hi Brenda,



Jae is not here today or tomorrow, and I am on my way to the district for the afternoon and I won't return until Tuesday. What do I need to do to make this happen? Since this is coming from VTEA, I am cc'ing Kim and Jeanne.

Thank you,



**Dr. David A. Newnham**  
**Vice-President, Instruction – ALO**  
**Folsom Lake College**  
**916.608.6899**

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**From:** Haney, Brenda  
**Sent:** Thursday, June 05, 2014 11:03 AM  
**To:** Newnham, David; Anderson, Jae  
**Cc:** Shane, Vonnie  
**Subject:** FOR YOUR IMMEDIATE ACTION FINAL DEADLINE RE: Ward Natural Science Req #767206 Revision / REQ WILL BE CANCELLED 6/6/14  
**Importance:** High

Jae / David -

This is a final request for requiring your immediate approval and action - if DO Purchasing does not receive resolution by tomorrow Friday 6/6/14 – this REQ will be Cancelled

EDC ADMIN – requested both your signature on attached REQ – to approve equipment and pricing revision, and to approve and fund the \$10,753.00 needed to proceed.

➤ Current Available BAL = \$7,453.45 - so an increase of \$3,300.00 is required .

Budget Year	Account String	Current Budget	Pre-Encumbrance	Encumbrances	YTD Expenses	Available Balance
2014	COPFD 6490 41 FL.VI.IEQP 67700 83663 2014 053A	\$25,705.00	\$0.00	\$1,606.92	\$16,644.63	\$7,453.45

Thank you,

*Brenda Haney*

Business Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Shane, Vonnie  
**Sent:** Friday, May 02, 2014 10:16 AM  
**To:** Anderson, Jae  
**Cc:** Newnham, David; Santoro, Linda; van Dam, Dale; Zwerenz, Kim; Hartley, Gary; Haney, Brenda  
**Subject:** Ward Natural Science Req #767206 Revision

Good Morning,



**Haney, Brenda**

6/11/14  
Only Revised Signed REQ  
copy from Area  
w/VPI signature  
to approved, inc.

**From:** Haney, Brenda  
**Sent:** Thursday, May 01, 2014 3:03 PM  
**To:** Zwerenz, Kim  
**Cc:** Shane, Vonnie; Harman, Joany  
**Subject:** PLEASE ADVISE REQ/PO STATUS\_WARDS REQ\_767206\_ QUOTE(S)# 8002474216  
**Attachments:** REQ#\_767206\_WARDS NATURAL SCIENCE.pdf; SKonica2-bu14050110270.pdf

**Importance:** High

Kim, Please advise -

DO Purchasing is asking to clarify - which Wards Quote is correct?

Your REQ was submitted for Quote# 8002474216 - total = \$8,176.21 - two quotes were submitted , both have the same Quote Number and Quote Date:

**QUOTES: 8002474216 – 2/21/2014**

- 1<sup>st</sup> is \$7,605.78 + S/TX 570.43 = \$8,176.21 - see copy in first PDF
- 2<sup>nd</sup> is \$10,002.37 + S/TX 750.18 = \$10,752.55 - see copy in second PDF

REQ\_767206 – was submitted for \$8,176.21 - COPFD 6490 41 FL.VI.IEQP 677000 83663 2014 053A - this is the amount approved by VPIs office.

Thank you,  
*Brenda Haney*

Business Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

**From:** Harman, Joany  
**Sent:** Thursday, May 01, 2014 2:16 PM  
**To:** Haney, Brenda  
**Cc:** Zwerenz, Kim  
**Subject:** Req 767206 Wards  
**Importance:** High

Brenda,  
Please give Kim any update that you have on this .  
Thanks,  
Joany

**From:** Zwerenz, Kim  
**Sent:** Thursday, May 01, 2014 1:19 PM  
**To:** Harman, Joany  
**Subject:** RE: Req # 767204 - Global Med Brokers; 767206 Wards  
**Importance:** High

HI Joany – any news on the Wards Req 767206? Did the vendor application get processed for 767204?