



LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F 2481

Date 8.5.2013

FLC BUSINESS SERVICES
MISSED PURCHASE ORDER
(Not to Exceed \$200.00)

2013 AUG -6 P 4:31

VENDOR NAME AND ADDRESS SCANTRON	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below <input type="checkbox"/> Will Call FOLSOM LAKE COLLEGE OFFICE OF INSTRUCTION ATTN: JAE ANDERSON 10 COLLEGE PARKWAY FOLSOM, CA 95630
--	--

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	100 QUESTION ANALYSIS FORM (GREEN)	10	PK	9700	13.95	83.70
2	50 QUESTION ANALYSIS FORM (RED)	10	PK	9705	11.95	71.70
3						
4	SHIPPING					12.65
5						
6						
7						
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of: Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL	168.05
	SALES TAX	13.44
	TOTAL (Not to Exceed \$200.00)	181.49

VENDOR: Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$200.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I/WE 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: JAE A. ANDERSON TYPED/PRINT DATE: 8.5.2013

REQUISITION BY: [Signature] SIGNATURE DATE: 8.5.2013

APPROVED: [Signature] DEAN OR OTHER AUTHORIZED SIGNATURE DATE: 8/5/2013

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE: 8/7/13

Received by	Date
<u>GENED 4500 11 / 4300 / 12 / FL.VI, OFFC</u>	
Bus. Unit Account Fund Org	
<u>60100 / 60900 / 00000 / 2014 / 900</u>	
Program Sub-Class BY Proj/Grnt	Amount
	<u>\$ 181.49</u>
Bus. Unit Account Fund Org	
	\$
Program Sub-Class BY Proj/Grnt	Amount

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.



Scanner & Forms Store



Cart



Orders



Profile



Logout

Main Site

How to Buy

Store Home

Forms

Supplies

Search : All Products

Go

Confirmation

- Your current cart has been saved and you can access it under 'Carts'. A new cart has been created for you.

Saved Cart Details: Fall 2013

[Continue Shopping](#)

Customer Information

Customer: FOLSOM LAKE COLLEGE
 JAE ANDERSON
 916-608-6899
 jae.anderson@flc.losrios.edu

Shipping Information

Ship To: JAE ANDERSON
 FOLSOM LAKE COLLEGE
 10 COLLEGE PKWY
 FOLSOM, CA 95630
 UNITED STATES

Shipping Method: GROUND
 Shipment Priority:

Billing and Payment Information

Bill To: JAE ANDERSON
 FOLSOM LAKE COLLEGE
 10 COLLEGE PKWY
 FOLSOM, CA 95630
 UNITED STATES

Payment Type:

Payment Term:
 Purchase Order
 No:

Part Number	Item	Unit	Quantity	Unit Price	Total Price
9702	ITEM ANALYSIS 50QUS 2/S RED (75/PKG)	PACKAGE	6	Retail: \$11.95 Your Price: \$11.95	Retail: \$71.70 Your Price: \$71.70
9700	ITEM ANALYSIS S 2/SGREEN (75/PKG)	PACKAGE	6	Retail: \$13.95 Your Price: \$13.95	Retail: \$83.70 Your Price: \$83.70
Delete Cart					Sub-Total: \$155.40

[Continue Shopping](#)

[Store Home](#) | [Forms](#) | [Supplies](#)

[Cart](#) | [Order](#) | [Profile](#) | [Logout](#)



Scantron Corporation
 1-800-347-7704
 Contact Us



Our production processes for data collection systems and forms are ISO 9001 certified.



LPO 172481

INVOICE



INVOICE NUMBER:		3099916
DATE:	04-MAR-14	Page 1 of 1
CUSTOMER NO:	200344165	CREDIT REF NO:
TAX I.D NO : 95-2767912		

BILL TO:
 ATTN: JAE ANDERSON
 FOLSOM LAKE COLLEGE
 10 COLLEGE PKWY
 FOLSOM CA 95630

LOCATED AT:
 200344165
 ATTN: JAE ANDERSON
 FOLSOM LAKE COLLEGE
 10 COLLEGE PKWY
 FOLSOM CA 95630

Reference Num:SCT ORDER ENTRY 1364809

PURCHASE INFORMATION	SHIPPING INFORMATION	PAYMENT INFORMATION
PURCHASE ORDER: PO F2481 AGREEMENT NUMBER: ORDER SOURCE: Web-iSTORE	(MOST RECENT SHIPMENT) SHIP DATE: 04-MAR-14 CARRIER: UPS B/L NUMBER: 1Z626R0E0305796409	TERMS: 30 NET DUE DATE: 03-APR-14 SALES REP: Web, CONTACT: Charles Quinn (800) 228-3628 ext. 3108 Fax (402) 697-3350 Charles.Quinn@harlandts.com

DESCRIPTION	U/M	QTY	T A X	UNIT PRICE	EXTENDED PRICE
9700 ITEM ANALYSIS S 2/SGREEN (75/PKG)	PACKAGE	6	Y	13.95	83.70
9702 ITEM ANALYSIS 50QUS 2/S RED (75/PKG)	PACKAGE	7	Y	11.95	83.65
INVOICE SUMMARY: TOTAL FOR ALL LINE ITEMS					167.35
TOTAL FREIGHT					15.42
6.50% STATE TAX					10.87
0.00% CITY TAX					0.00
1.50% COUNTY TAX					2.52
Amounts not paid when due are subject to finance charges of 1.5% per month or the highest rate permitted by law, whichever is less, compounded daily from the due date until paid.					
Please update remit to address if needed.					

- My check/money order is enclosed:
 - Check # _____
- Charge to my Credit Card:
 - Visa MasterCard Amex
 - Card # _____ Expiry Date ___/___
 - Name of Card Holder _____
 - Billing Address _____
 - Signature _____

SUBTOTAL	TAX	TOTAL
182.77	13.39	(USD) 196.16

Please Remit to:
 SCANTRON CORPORATION
 P O Box 93038
 Chicago, IL 60673

REMITTANCE COPY

TO AOPS 3-20-14