

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

PURCHASE ORDER NO 0001076987

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

Date	Revision	Page
07/28/2014		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
735730 HARTK POONV	04ADMN	

Vendor: 0000025669
 MESSENGER PUBLISHING GROUP
 RANCHO CORDOVA INDEPENDENT
 7405 GREENBACK LANE #129
 CITRUS HEIGHTS CA 95610-5603

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

email:

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	PLACE PRINT ADS (EIGHTH PAGE, COLOR) ON THE RANCHO CORDOVA GRAPEVINE INDEPENDENT FRIDAY 7/11/2014 (2 OF 4)	1.00	EA	145.00	145.00	08/01/2014
2- 1	PLACE PRINT ADS (EIGHTH PAGE, COLOR) ON THE RANCHO CORDOVA GRAPEVINE INDEPENDENT FRIDAY 7/25/2014 (3 OF 4)	1.00	EA	145.00	145.00	08/01/2014
3- 1	PLACE PRINT ADS (EIGHTH PAGE, COLOR) ON THE RANCHO CORDOVA GRAPEVINE INDEPENDENT FRIDAY 8/1/2014 (4 OF 4)	1.00	EA	145.00	145.00	08/01/2014

CONFIRMATION PURCHASE ORDER


Sub Total Amount	435.00
Sales Tax Amount	0.00
Total PO Amount	435.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5890	11	FL.VA.PISO	67100	00000	051C	435.00	2015

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

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

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature
 8/5/2014

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

2015

Page ____ of ____

Requisition

Confirming

Req. No. 735730
P.O. NO. 0001076987

VendorCode

DATE 6/10/14 **Messenger Publishing Group dba**

Approved
Terms
F.O.B.

VENDOR Rancho Cordova Independent
 ADDRESS 7144 Fair Oaks Blvd., Suite 5
 CITY Carmichael STATE CA ZIP 95608
 PHONE 916-773-1111 FAX 916-773-2999

DELIVERY INSTRUCTIONS	
<u>04ADMN</u>	Location Code
<u>FLC</u>	<u>PISO</u>
College/District Location	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.					
1	Place print ads (eighth page, color) in the following issues of the Rancho Cordova / Grapevine Independent:				
2					
3					
4					
5	Fri, July 11, 2014 (2 of 4)				145.00
6	Fri, July 25, 2014 (3 of 4)				145.00
7	Fri, August 1, 2014 (1 of 4)				145.00
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax
This purchase is in compliance with the requirements of _____		
Program Name _____ For grants/special projects	Project/Grant Number	Total 435.00
Program Director/Coordinator Signature		
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: Kristy Hart TYPED/PRINT DATE 6/10/14

REQUESTED BY: Kristy Hart SIGNATURE DATE 6/10/14

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 6/12/14

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE

BENEF: 5890, 11, FLVA, PISO

Bus. Unit	Account *	Fund	Org	
<u>67100</u>	<u>00000</u>	<u>2015</u>	<u>051C</u>	\$ <u>435.00</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

From: [Hart, Kristy](#)
To: [Jackson, Don](#)
Cc: [Haney, Brenda](#)
Subject: Create receivers
Date: Friday, August 01, 2014 5:05:33 PM
Attachments: [image001.png](#)

Good afternoon,

Please create receivers for the following POs. All print have ordered have run in the respective publication.

PO# 0001076986 (Mountain Democrat)

PO #0001076987 (Messenger Publishing Group/Rancho Cordova Independent)

PO #0001076988 (Gold Country Media)

Please let me know if you have any questions.

Thank you,
Kristy

Kristy Hart | Communications & Public Information Officer
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6993 | **f.** 916.608.6584 | hartk@flc.losrios.edu | www.flc.losrios.edu

From: [Thiessen, Levi](#)
To: [Haney, Brenda](#)
Subject: receivers
Date: Monday, August 04, 2014 12:35:09 PM

Brenda,

PO# 0001076986 (Mountain Democrat)

RCVR: 0001065893 8/4/14

PO #0001076987 (Messenger Publishing Group/Rancho Cordova Independent)

RCVR: 0001065894 8/4/14

PO #0001076988 (Gold Country Media)

RCVR: 0001065895 8/4/14

I hope this will work. Please let me know if you need more information.

Thanks,

Levi (temp receiving)



American River College ■ Cosumnes River College ■ Folsom Lake College ■ Sacramento City College

VENDOR PACKET

Vendor Packet Check List

1. REVIEW/INFORMATION ONLY:

- Purchase Order Terms and Conditions
- Insurance Requirements for vendors providing onsite or contract services

2. COMPLETE AND RETURN:

- Vendor Application
- W-9
- CA Tax Form(s) - 590, 587, 588, 589 as applicable

VENDOR NAME: Messenger Publishing Group

Return the following via email, mail or fax:

① Application W-9 CA Tax Form(s)

Email - lrcddpurchase@losrios.edu

Mail - 1919 Spanos Court, Sacramento, CA 95825

Fax - (916) 568-3145

③ * See Attached instructions for Payment Remittance
FAX - 608-6553

American River College ■ Cosumnes River College ■ Folsom Lake College ■ Sacramento City College



VENDOR APPLICATION

Return signed completed form to Purchasing via fax or email.

NAME:

NAME OF FIRM Messenger Publishing Group		FEDERAL ID OR SOCIAL SECURITY 564-15-6801	
MAILING ADDRESS 7144 Fair Oaks Blvd #5 Sacramento, CA 95608		HOME ADDRESS SAME	
PHONE 916 773-1111	PHONE 916 773-2999	EMAIL Publisher@MPG8.com	

WEBSITE www.MPG8.com	ORGANIZATION CLASSIFICATION (Check all that apply)
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AUTHORIZED COMPANY REPRESENTATIVES			<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> MBE
Name	Title/Capacity	Email	<input type="checkbox"/> Partnership	<input type="checkbox"/> WBE
Paul V. Scholl	Owner		<input type="checkbox"/> Non Profit	<input type="checkbox"/> DVBE
Lynne Fulgham	Advertising		<input type="checkbox"/> Corporation (List State-Incorporated)	
			Contractor's License #	
			Collect CA Tax (circle one)	Yes No

PROVIDE LIST OF COMMODITIES, EQUIPMENT, SUPPLIES and/or SERVICES AVAILABLE TO THE DISTRICT		
Advertising		

I certify that all statements contained herein are correct. I understand that this information will be used as a basis for evaluating my request to receive bid invitations for purchases. I understand that being placed on the qualified vendor bid list does not in any way represent an endorsement of my firm by Los Rios, nor does it relieve my firm of providing bonds and insurances as required. I further agree to disclose any known or potential conflicts of interest relating to my business and Los Rios. I understand the requirements for fulfilling and invoicing orders. I further certify this firm is an equal opportunity employer.	OTHER BUSINESS INFORMATION	
	Payment Terms	Discounts Extended
	Refund/Returns	
	INITIALS 	TITLE Owner

LOS RIOS PURCHASING ONLY:
www.losrios.edu

CLEAR FORM/RESET

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Paul V. Scholl

Business name, if different from above
Messenger Publishing Group

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other Exempt from backup withholding

Address (number, street, and apt. or suite no.)
7405 Greenback Lane #129

City, state, and ZIP code
Citrus Heights, California 95610

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
5	6	4	1	5	6	8	0	1

or

Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person

Date

2/1/2012

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



Messenger Publishing Group

Paul V. Scholl, Publisher

Send Mail to: 7405 Greenback Lane, #129, Citrus Heights, CA 95610-5603

Telephone (916) 773-1111 FAX (916) 773-2999

Email: Publisher@MPG8.com Website www.MPG8.com

To Whom:

When processing our account for payment:

- 1) The address listed on the W9 is for the IRS, which requires a permanent physical address for all businesses when filing tax forms. Do not mail payments to any P.O. Box or other address you may find online. (We have found some that are listed incorrectly in directories not managed by MPG).
- 2) The Billing Address Listed on the Invoices is the correct payables address for all **display advertising payments and general mail**. The mailing address should only be 7405 Greenback Lane #129, Citrus Heights, CA 95610 for general mail.
- 3) **Legal Advertising payments for individuals** should be mailed to Carmichael Times/Rancho Cordova Independent, P.O. Box 14, Carmichael, CA 95609.
- 4) **Legal Advertising Payments by Agencies: should be mailed to 7144 Fair Oaks Blvd., Suite 5, Carmichael, CA 95608.**
- 5) **Subscription payments** should be mailed to Messenger Publishing Group, 7144 Fair Oaks Blvd., Suite 5, Carmichael, CA 95608.
- 6) Messenger Publishing Group publishes the following printed newspapers: American River Messenger, Carmichael Times, Citrus Heights Messenger, Placer Sentinel, West Sacramento Sun, Gold River Messenger, Rancho Cordova Grapevine Independent.
- 7) Messenger Publishing Group also publishes The Mercury, Sacramento Oracle, Natomas Messenger, Arden Advocate, Auburn Sentinel, Granite Bay Mirror, Orangevale Sun, Joyful Living Now, Single Again Magazine online, US Hospice, Sacramento Hospice, and Great American Patriot.
- 8) **DO NOT** mail payments to any other address. Some internet listings are out of date or incorrect.

Please make note in our payables file to have all payments made to the correct address shown above. Some payments have been sent to other addresses, resulting in late payments and late fees.

We thank you for your business.


Paul V. Scholl, Publisher



2014

LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Rancho Cordova Independent 7144 Fair Oaks Blvd., Suite 5 Carmichael, CA 95608 916-773-1111, Fax - 916-773-2999	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call Folsom Lake College 10 College Parkway Folsom, CA 95630
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Place print ad in June 27, 2014					145.00
2	edition (eighth page, color)					
3	promoting Fall 2014					
4	enrollment (1 of 4 ads)					
5						
6						
7	e-mail: publisher@mpc8.com					
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 _____ SALES TAX _____ TOTAL (Not to Exceed \$200.00) <u>145.00</u>
---	--

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.	Received by _____ Date _____ BENED, 5890 / 11 / FL VA. PISO Bus. Unit Account Fund Org
REQUESTED BY: <u>Kristy L. Hart</u> TYPED/PRINT DATE <u>6/9/14</u>	\$ <u>145.00</u> Program Sub-Class BY Proj/Grnt Amount
REQUESTED BY: <u>Kristy L. Hart</u> SIGNATURE DATE <u>6/9/14</u>	67100 / 00000 / 2014 / 051C

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE <u>6/10/14</u> <u>Kathleen Kubler</u>	Bus. Unit Account Fund Org Program Sub-Class BY Proj/Grnt Amount
APPROVED: VICE PRESIDENT, ADMINISTRATION DATE _____ _____	\$ _____