

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

**PURCHASE ORDER NO 0001077359**  
**CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/16/2014	2 - 02/27/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
808402 HINTZE J KB POONV	04CYPH112	

**Vendor:** 0000001308  
 CULLIGAN WATER CONDITIONING  
 1200 ARDEN WAY  
 SACRAMENTO CA 95815

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798  
 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	RENTAL OF DEIONIZED WATER CONDITIONING TANKS FOR FLC CHEMISTRY AND BIOLOGY 'S PHYSICAL SCIENCES DEPARTMENTS 7/1/2014 - 6/30/2015	1.00 EA	858.00	858.00	06/15/2015
2- 1	CYLINDER TANK REFILLS FOR EXCHANGE/RECHARGE SERVICE (ONE SET PER YEAR, BUT ADDITIONAL MAYBE REQUIRED, AS WELL AS ADDITIONAL FEE FOR O RINGS, CARTRIDGES AS NEEDED) 7/1/2014 - 6/30/2015	1.00 EA	325.25	325.25	06/15/2015

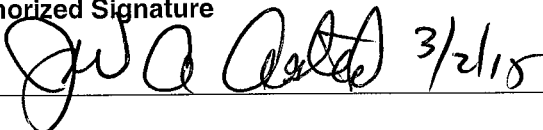
QUOTE DATED 5/16/14 FROM MARK J FELTON

2/17/15: DECREASE LINE #1 BY \$88.00 AND LINE #2 BY \$74.75. NEW PO TOTAL \$ 1,183.25, PER J. HARMAN.  
 CG

Sub Total Amount	1,183.25
Sales Tax Amount	0.00
Total PO Amount	1,183.25

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VI.AR03	19050	00000	041A	325.25	2015
GENFD	5601	11	FL.VI.AR03	19050	00000	041A	858.00	2015

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**  


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.

# STANDARD PO - CHANGE ORDER REQUEST

One Purchase Order per Form

PO#: 0001077359 REQUEST DATE: 2/24/15

COLLEGE: FLC

VENDOR NAME: Culligan Water Conditioning

VENDOR#: 1308

CLOSE REMAINING BALANCE ON PO

CHANGE UNIT PRICE ON LINE#: 1 TO: \$858.00 (decrease \$88.00)

CHANGE UNIT PRICE ON LINE#: 2 TO: \$325.25 (decrease \$74.75)

NEW PO TOTAL = \$1,183.25

PO COMMENTS: FLC Chemistry request PO Closure. AOPS confirms all invoices paid.

REQUESTED BY: Jeanne Hintze

DEPT: Area 3 /CHEM

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

# Los Rios Community College District

Fiscal Year 14/15

## Requisition

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

Req. No. **808402**  
 P.O. NO. \_\_\_\_\_

Vendor Code  
**1308**  
 Approved by / Date \_\_\_\_\_  
 Reviewed by / Date \_\_\_\_\_  
 Dispatched Method / Date \_\_\_\_\_

DATE 6/17/14  
 VENDOR Culligan Water Conditioning  
 ADDRESS 1200 Arden Way - 3398  
 CITY Sacramento STATE CA ZIP 95815  
 PHONE 800-464-7373 FAX 916 927-1504  
916-927-5005 927-5005

DELIVERY INSTRUCTIONS  
04 CYPH 112  
 Location Code  
FLC Chemistry  
 College/District Location Department  
Instru Tech 6/30/15  
 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. DO NOT USE A SECOND REQUISITION.					
1	<del>Line 1: (5600/041A) Blanket Purchase order</del>	1	<del>Annual</del> EA		<del>\$ 946</del>
2	for rental of deionized water conditioning tanks for FLC chemistry, biology & physical sciences		(Prepaid)		
3	Valid for dates 7/1/14 to 6/30/15				
4					
5					
6	Line 2: (5600) Blanket Purchase Order	1	EA		400
7	for portable tank exchange/recharge service				
8	(one set per year, but additional may be required)				
9	as well as additional fee for O-rings, cartridges as needed)				
10	Valid dates: 7/1/14 to 6/30/15				
11	Authorized personnel: Jeannette Hinz, Linda Marx, Tina Saad, Linda Sefora				
12	Per attached quote dated 5/16/14				
13	FY 13/14 BPO was B114245 (NO BPO for 2015)				
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 _____					
Program Director/Coordinator Signature _____				Total 1346	
Project/Grant Number _____					
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.

Jeannette Hinz 6/17/14  
 REQUESTED BY: TYPED/PRINT DATE  
 Jeannette Hinz 6/17/14  
 REQUESTED BY: SIGNATURE DATE  
 Kathleen Kerken 6/30/14  
 AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE  
 APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Line 1 Rental  
 GENED/5600 / 11 / FL.VI.AR03  
 Bus. Unit Account \* Fund Org  
 19050/00000/2015/ 041A \$ 946  
 Line 2  
 GENED/5600/ 11 / FL.VI.AR03  
 Bus. Unit Account \* Fund Org  
 19050/00000/2015/ 041A \$ 400

\* 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



**better water. pure and simple.**

Culligan Water Conditioning  
1200 Arden Way  
Sacramento CA 95815-3398

TELEPHONE 916-927-5005  
TOLL FREE 800-464-7373  
FACSIMILE 916-927-1504  
e-mail mjfcwsmf@aol.com

May 16, 2014

Jeanne Hintze  
Folsom Lake College  
10 College Parkway  
Folsom CA 95630

Re: Renewal of Existing P.O. #B114245

Jeanne:

Thank you for the opportunity to quote you the renewal pricing for Culligan Water Conditioning Services for the College's next fiscal year 7-1-14 to 6-30-15.

Item/Description	Quantity	UOM	Unit Price	Extd Price	Annual Prepay	
					Discounted Price	
Culligan Portable Exchange: 14" GAC (Carbon) tank – Regeneration Service – Exchange Tank (min. 1 time per yr)	1	ea		34.00		
Culligan Portable Exchange: 9" Mixed-Bed DI tanks – Regeneration Service – Exchange Tank (min. 1 time per yr)	2	ea	165.00	330.00		
<i>5600</i> Fuel Service Charge (variable, up to a maximum of \$8.50)	1	ea		8.50		
<i>5601</i> Rental Service of Culligan Portable Exchange 14" GAC (Carbon) Tank. One tank @ \$28.00/mo x 12 months	12	ea	32.00	384.00		<b>352.00</b>
Rental Serviced of Culligan Portable Exchange 9" Mixed-Bed DI Tanks. Two Tanks @ \$25.00/mo/tk x 12 months	12	ea	54.00	648.00		<b>594.00</b>
				<i>\$1032</i>		<i>946</i>

*EST. PO  
Enc #2  
Lump #2  
for \$400*

*Enc  
PO  
Lump #1  
for 946*

As in prior years, Culligan offers a discount of one month rental free for annual prepayment, as shown in far right column. Occasional miscellaneous maintenance expenses for water system (cartridge filter elements or O-rings) may be requested by FLC and are charged at prevailing rates after FLC approval.

If you have any questions, please contact me at 916-927-5005. Thank you for your business.

Sincerely,

Mark J. Felton

Mark J. Felton  
Vice President

**From:** [Haney, Brenda](#)  
**To:** [Wong, Barbara](#)  
**Cc:** [Harman, Joany](#)  
**Subject:** RE: PO\_0001077359\_ Culligan Water posting correction needed  
**Date:** Wednesday, January 28, 2015 1:52:57 PM

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Sounds good – I'll update our Chemistry Dept. Again – appreciate all your help on this!

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:** Wong, Barbara  
**Sent:** Wednesday, January 28, 2015 1:48 PM  
**To:** Haney, Brenda  
**Cc:** Harman, Joany  
**Subject:** RE: PO\_0001077359\_ Culligan Water posting correction needed

I am so sorry. I should have reviewed your information more carefully. You are correct. We should have paid both on the first line. We will have this corrected ASAP and issue a revolving check to get services started again.

*Barbara*

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**From:** Haney, Brenda  
**Sent:** Wednesday, January 28, 2015 1:33 PM  
**To:** Wong, Barbara  
**Cc:** Harman, Joany  
**Subject:** RE: PO\_0001077359\_ Culligan Water posting correction needed

Hi Barbara -

Thank you for your review and assistance. Please see comments below in green/blue – to clarify the problem and corrections required.

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:** Wong, Barbara  
**Sent:** Wednesday, January 28, 2015 11:23 AM  
**To:** Haney, Brenda  
**Cc:** Harman, Joany  
**Subject:** RE: PO\_0001077359\_ Culligan Water posting correction needed

Hi Brenda. I guess I am not understanding the issue fully. **When we paid the invoice, we assumed based on the invoice description that both lines on the invoice are for rentals so we paid against PO line 1 for the rentals** which should not require a release.

**[Haney, Brenda]** Yes Barbara – you are correct in that on the July INV# 0714 both lines on the invoice are for rentals, and should have both been paid against PO Line# 1 (Rentals).

**But that is not what happened** - only the first line on rental invoice \$550.00 was paid on PO Line# 1 (Rentals) ; and the **second line on invoice \$308.00 was paid in error against PO Line# 2 (Refills)**. **See PO History below:**

This misapplied invoice line therefore, unencumbered \$308 from PO Line# 2 ( Refills) – causing it to be short – thereby the November INV# 876904K for \$325.25 (Refills) could not be paid against PO Line# 2 as it should be. Culligan Water – has us on HOLD for additional refills pending payment of this November invoice.

If you open the attached PDF – you can click on bookmark tabs to view copies of both July and Nov invoices, as well as PRR and delivery receipt for PO Line# 2 (Refills) billed on Nov invoice.

Can you please send an email to confirm when these correction/payments are completed, so that we can have Culligan Water – remove the HOLD on our FLC Account.

Account String	PO ID	LINE#	DESCRIPTION	VENDOR	Jrnl	VOUCHER	INVOICE	POSTED	Check# / Pymnt Status	ENC	EXPS	CHECK#
GENFD <b>5601</b> 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	<b>1</b>	RENTAL OF DEIONIZED WATER COND	CULLIGAN WATER CONDITIONING	AP02025305	00408787	0714	08/11/14	0094703762	0	550	0094703762
GENFD <b>5600</b> 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	<b>2</b>	CYLINDER TANK REFILLS FOR EXCH	CULLIGAN WATER CONDITIONING	AP02025305	<b>00408787 Payment Posted Incorrectly to L# 2 5600 Refill / Should be L# 1 5601 Rental</b>	0714	08/11/14	0094703762	0	<b>308</b>	<b>0094703762</b>

As the request for the change is to apply one of the invoice lines to PO line 2 for refills, we normally need a release to verify that the charge for refills is valid. Does this mean that PO line 2 is for rentals and refills? If so, the PO does not indicate this.

**[Haney, Brenda] The corrections requested are as follows:**

- 1) Reverse the \$308 misposted to PO Line# 2 (Refills) and reapply it to PO Line# 1 (Rentals) – as July INV# 0714 indicates.
- 2) Pay November INV# 876904K for \$325.25 against PO Line# 2 (Refills) - we have provided PRR for this invoice.

Joany, if PO line 2 is for rentals and refills, please approve for payment and we will retain your email approval as verification to what is paid on PO line 2. In the future, please ensure PO line 2 indicates rentals and refills so payment can be processed accordingly.

**[Haney, Brenda]** PO Line# 1 is for Rentals (5601) only – it should not have refills expensed to it; and PO Line# 2 is only for Refills (5600) only – it should not have rentals expensed to it.

Thank you both for your understanding and patience on this matter.

**Barbara**

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**From:** Haney, Brenda  
**Sent:** Wednesday, January 28, 2015 10:37 AM  
**To:** Wong, Barbara  
**Cc:** Harman, Joany  
**Subject:** FW: PO\_0001077359\_ Culligan Water posting correction needed

Hi Barbara –

Please advise: when PO\_0001077359 was/is set-up as an Amount Only , No RCVR Required PO - for both Line 1 (Rental) and Line 2 (Refills) -

Can you please explain why FLC BSO is now being requested to complete yet another a PRR (now being requested for INV# 0714, which clearly states “Annual Rental” ) — in order for Jackie to correct the posting error she made when paying INV# 0714; and further why she will not process the corrections we requested in our 1/23/15 email below to bring this vendor current, until she gets this original PRR now requested.





5601 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	1	TANKS FOR FLC CHEMISTRY AND BIOLOGY 'S PHYSICAL SCIENCES DEPARTMENTS 7/1/2014 - 6/30/2015	CULLIGAN WATER CONDITIONING			0	07/15/14	0	946	0	0
GENFD 5600 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	2	CYLINDER TANK REFILLS FOR EXCHANGE/RECHARGE SERVICE (ONE SET PER YEAR, BUT ADDITIONAL MAYBE REQUIRED, AS WELL AS ADDITIONAL FEE FOR O RINGS, CARTRIDGES AS NEEDED) 7/1/2014 - 6/30/2015	CULLIGAN WATER CONDITIONING			0	07/15/14	0	400	0	0
GENFD 5601 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	1	RENTAL OF DEIONIZED WATER CONDITIONING TANKS FOR FLC CHEMISTRY AND BIOLOGY 'S PHYSICAL SCIENCES DEPARTMENTS 7/1/2014 - 6/30/2015	CULLIGAN WATER CONDITIONING	00408787	0714		08/11/14	0	-550	0	0
GENFD 5601 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	1	RENTAL OF DEIONIZED WATER COND	CULLIGAN WATER CONDITIONING	AP02025305	00408787	0714	08/11/14	0094703762	0	550	0094703762
GENFD 5600 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	2	CYLINDER TANK REFILLS FOR EXCHANGE/RECHARGE SERVICE (ONE SET PER YEAR, BUT ADDITIONAL MAYBE REQUIRED, AS WELL AS ADDITIONAL FEE FOR O RINGS, CARTRIDGES AS NEEDED) 7/1/2014 - 6/30/2015	CULLIGAN WATER CONDITIONING		00408787	0714	08/11/14	0	-308	0	0
GENFD 5600 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	2	CYLINDER TANK REFILLS FOR EXCH	CULLIGAN WATER CONDITIONING	AP02025305	00408787 Payment Posted Incorrectly to L# 2 5600 Refill / Should be L# 1 5601 Rental	0714	08/11/14	0094703762	0	308	0094703762

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:** Kaldani, Jacqueline

**Sent:** Friday, January 23, 2015 8:59 AM

**To:** Haney, Brenda

**Cc:** Wong, Barbara

**Subject:** FW: Culligan water posting correction needed

Good morning Brenda,

Please see the attached invoice. The description says RENTAL therefore the inv. was charged to the first line. This po. doesn't look like maint. Po., so I need to have a partial receipt or a BOR with one signature. I processed the first inv. by mistake because I thought it's a maint. Po.. I scanned the second inv. to you on 11/26/14 asking for partial receipt, because I noticed that the charges are not the same as the last billing.

Thank you

**From:** Wong, Barbara

**Sent:** Thursday, January 22, 2015 5:01 PM  
**To:** Kaldani, Jacqueline  
**Subject:** Culligan water posting correction needed

Jackie, please check Brenda's email. It seems a previous payment was misposted to the wrong line. Please follow up on this.  
Thanks.

*Barbara*

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**From:** Microsoft Outlook **On Behalf Of** Haney, Brenda  
**Sent:** Thursday, January 22, 2015 3:38 PM  
**To:** Wong, Barbara  
**Subject:** Voice Mail from Haney, Brenda (2 minutes and 41 seconds)

**You received a voice mail from Haney, Brenda at [w0003246@losrios.edu](mailto:w0003246@losrios.edu)**

Caller-Id: [w0003246@losrios.edu](mailto:w0003246@losrios.edu)  
Job Title: Account Clerk II  
Company: FLC  
Work: [\(916\) 608-6635](tel:(916)608-6635)  
E-mail: [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)  
IM Address: [w0003246@losrios.edu](mailto:w0003246@losrios.edu)

Learn how to listen to your voicemail from your desk. See the [Play-on-Phone guide](#).

**From:** [Haney, Brenda](#)  
**To:** [Kaldani, Jacqueline](#); [Wong, Barbara](#)  
**Subject:** PO\_0001077359\_ Culligan Water posting correction needed  
**Date:** Friday, January 23, 2015 3:13:42 PM  
**Attachments:** [Culligan INV# 0714.pdf](#)  
[Culligan Inv 87904K FLC Chem Los Rios 12-2-14 \(3\) \(2\).pdf](#)  
[PRR FOR PO# 0001077359.pdf](#)

Hi Jackie / Barbara - Please let me know how you can fix the misposted payment described below, and when remittance for outstanding invoice can be sent to vendor:

Please see the attached invoice. **[Haney, Brenda]** See comments added to attached Invoice 0714.

The description says RENTAL therefore the inv. was charged to the first line.

**[Haney, Brenda]** Actually – second Line on Invoice 0714 was posted incorrectly to L# 2 5600 Refill / Should be L# 1 5601 Rental. Leaving a \$396.00 OPEN ENC on L#1 when it should be \$88.00; and causing OPEN ENC on L# 2 to be reduced by \$308.00 – therefore Nov Invoice 876904K \$325.25 cannot clear for (5600) Refills.

PO Line# 2 OPEN ENC needs to be corrected to add the \$308.00 back from voucher 00408787 – and then pay Invoice 876904K \$325.25 for (5600) Refills – leaving a \$ 74.75 ENC BAL.

**[Haney, Brenda]** See attached Partial Delivery Receipt for Invoice 876904K

This po. doesn't look like maint. Po., so I need to have a partial receipt or a BOR with one signature. I processed the first inv. by mistake because I thought it's a maint. Po.. I scanned the second inv. to you on 11/26/14 asking for partial receipt, because I noticed that the charges are not the same as the last billing.

**[Haney, Brenda]** See comments added to attached Invoice 87904K

Thank you,  
*Brenda Haney*

**PO Transaction History: 0001077359**

PO ID	LINE	VENDOR	OPEN ENC	EXPENDED TOTAL
0001077359	1	CULLIGAN WATER CONDITIONING	396	550
0001077359	2	CULLIGAN WATER CONDITIONING	92	308

Account String	PO ID	LINE#	DESCRIPTION	VENDOR	Jrnl	VOUCHER	INVOICE	POSTED	Check# / Pymnt Status	ENC	EXPS	CHECK#
GENFD 5601 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	1	RENTAL OF DEIONIZED WATER CONDITIONING TANKS FOR FLC CHEMISTRY AND BIOLOGY 'S PHYSICAL SCIENCES DEPARTMENTS 7/1/2014 - 6/30/2015	CULLIGAN WATER CONDITIONING			0	07/15/14	0	946	0	0
GENFD 5600 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	2	CYLINDER TANK REFILLS FOR EXCHANGE/RECHARGE SERVICE (ONE SET PER YEAR, BUT ADDITIONAL MAYBE REQUIRED, AS WELL AS ADDITIONAL FEE FOR O RINGS, CARTRIDGES AS NEEDED) 7/1/2014 - 6/30/2015	CULLIGAN WATER CONDITIONING			0	07/15/14	0	400	0	0
GENFD 5601 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	1	RENTAL OF DEIONIZED WATER CONDITIONING TANKS FOR FLC CHEMISTRY AND BIOLOGY 'S PHYSICAL SCIENCES DEPARTMENTS 7/1/2014 - 6/30/2015	CULLIGAN WATER CONDITIONING		00408787	0714	08/11/14	0	-550	0	0
GENFD 5601 11 FL.VI.AR03 19050 00000 2015 041A	0001077359	1	RENTAL OF DEIONIZED WATER COND	CULLIGAN WATER CONDITIONING	AP02025305	00408787	0714	08/11/14	0094703762	0	550	0094703762
GENFD 5600 11 FL.VI.AR03 19050	0001077359	2	CYLINDER TANK REFILLS FOR EXCHANGE/RECHARGE SERVICE (ONE SET PER YEAR, BUT ADDITIONAL MAYBE REQUIRED, AS WELL	CULLIGAN WATER		00408787	0714	08/11/14	0	-308	0	0

00000 2015 041A			AS ADDITIONAL FEE FOR O RINGS, CARTRIDGES AS NEEDED) 7/1/2014 - 6/30/2015	CONDITIONING		/ Should be L# 1 5601 Rental						
GENFD 5600 11 FL.VI.ARO3 19050 00000 2015 041A	0001077359	2	CYLINDER TANK REFILLS FOR EXCH	CULLIGAN WATER CONDITIONING	AP02025305	00408787	0714	08/11/14	0094703762	0	308	0094703762

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:** Kaldani, Jacqueline  
**Sent:** Friday, January 23, 2015 8:59 AM  
**To:** Haney, Brenda  
**Cc:** Wong, Barbara  
**Subject:** FW: Culligan water posting correction needed

Good morning Brenda,

Please see the attached invoice. The description says RENTAL therefore the inv. was charged to the first line. This po. doesn't look like maint. Po., so I need to have a partial receipt or a BOR with one signature. I processed the first inv. by mistake because I thought it's a maint. Po.. I scanned the second inv. to you on 11/26/14 asking for partial receipt, because I noticed that the charges are not the same as the last billing.

Thank you

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**From:** Wong, Barbara  
**Sent:** Thursday, January 22, 2015 5:01 PM  
**To:** Kaldani, Jacqueline  
**Subject:** Culligan water posting correction needed

Jackie, please check Brenda's email. It seems a previous payment was misposted to the wrong line. Please follow up on this. Thanks.

*Barbara*

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**From:** Microsoft Outlook **On Behalf Of** Haney, Brenda  
**Sent:** Thursday, January 22, 2015 3:38 PM  
**To:** Wong, Barbara  
**Subject:** Voice Mail from Haney, Brenda (2 minutes and 41 seconds)

**You received a voice mail from Haney, Brenda at [w0003246@losrios.edu](mailto:w0003246@losrios.edu)**

Caller-Id: [w0003246@losrios.edu](mailto:w0003246@losrios.edu)  
Job Title: Account Clerk II  
Company: FLC  
Work: [\(916\) 608-6635](tel:(916)608-6635)  
E-mail: [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)  
IM Address: [w0003246@losrios.edu](mailto:w0003246@losrios.edu)

Learn how to listen to your voicemail from your desk. See the [Play-on-Phone guide](#).



Culligan Water Conditioning  
 1200 Arden Way  
 Sacramento, CA 95815-3302

Phone (916) 927-5005 or  
 1-800-464-7373  
 Fax: (916) 927-1504

Attn: A/P  
 Los Rios College District  
 1919 Spanos Court  
 Sacramento CA 95825-3981

July 3, 2014

PO # B114245 6/30/14

408787

INVOICE #0714

Folsom College

8/12

Quantity	Description	Amount
2	DI Rental 9" July 1 2014 thru 6-30-15 (Annual Rental)	\$ 550.00 OK- EXPS'd to L# 1 (5601) Rental.
1	PE Carbon Rental July 1 2014 thru 6-30-15 (Annual Rental)	\$ 308.00 ERROR - EXPS'd to L# 2 (5600) Refills; Should have been EXPS'd to L# 1 (5601) Rental.
<b>Total amount due this invoice</b>		<b>\$ 858.00</b>
<b>Payment Terms Net 30</b>		
<b>Thank you for your business!</b>		

LRCCD  
 JUL 18 2014  
 ACCTG OPS



Culligan Water Conditioning  
1200 Arden Way  
Sacramento, CA 95815-3302

Phone (916) 927-5005 or  
1-800-464-7373  
Fax: (916) 927-1504

Attn: A/P  
Los Rios College District  
1919 Spanos Court  
Sacramento CA 95825-3981

November 5, 2014

PO # 0001077359 6/15

INVOICE #876904K

Folsom College **This invoice is all Refills must be paid on L#2 (5600) \_ once ENC is corrected.**

Quantity		Amount
2	Exchange DI 10/2/14	\$290.00
1	Exchange Tank (PE) 10/2/14	\$ 30.00
	Fuel Surcharge 10/2/14	\$ 5.25
<b>Total amount due this invoice</b>		\$ 325.25
<b>Payment Terms Net 30</b>		
<b>Thank you for your business!</b>		

**L# 2 (5600)**

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

**PARTIAL RECEIPT REPORT**

TO: District Accounts Payable Office

DATE: 01/23/2015

PURCHASE ORDER No. 0001077359

ARC  FLC   
 CRC  SCC   
 EDC  DO   
 ETW  FM   
 OTHER \_\_\_\_\_

VENDOR NAME: Callegan Water

Invoice/Packing Slip No. 876904K  
 (Please attach)

(Partial shipment received on following Purchase Order line items)

Line-Schd	Quan. Rec'd	COMMENTS	Line-Schd	Quan. Rec'd	COMMENTS
<u>2</u>		<u>per attach invoice</u>			
		<u>876904K</u>			
		<u>total \$325.25</u>			
		<u>for PO L# 2</u>			
		<u>(5600) Refills</u>			

(Full shipment received on following Purchase Order line items circled)

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100

Notations: \_\_\_\_\_

(Notations to include: any differences between packing slip and merchandise actually received and/or ordered, over-shipments, damaged/broken merchandise, etc., and if any items are to be returned.)

If more than one budget number on P.O., complete the following:

Bus Unit	Account	Fund	Org	Pgm Code	SubClass	BY	Proj/Grant	\$	Amount
Bus Unit	Account	Fund	Org	Pgm Code	SubClass	BY	Proj/Grant	\$	Amount

Date Merchandise Received: \_\_\_\_\_

Received by: Jeanne Hertzog 10/2/14

FROM:

ORIGINAL COPY

CULLIGAN WATER CONDITIONING  
1200 ARDEN WAY  
SACRAMENTO, CA 95815

Work Order  
357653  
Serviced By  
Schd: 08:00A-08:00A  
Map

916-927-5005  
800-464-7373

\$30 PER PE TNK EXCH. (WILL CALL  
\$145 PER DI EXCH. PER TANK  
TANKS LOCATED IN EQUIP. ROOM  
IN CYPRESS HALL  
20" BB TURBIDITY 5 MICRON

*Delivery Receipt / INV# 876904K*

B A  
I D LOS RIOS COLLEGE DISTRICT  
L R ATTN: A/P PO#0001077359 6/15  
I E 1919 SPANOS COURT  
N S SACRAMENTO CA 95825-3981  
G S

S A  
E D FOLSOM LAKE COLLEGE  
R D REG: PO#0001077359 6/15  
V R 10 COLLEGE PARKWAY  
I E FOLSOM CA 95630  
C S  
E S

ACCOUNT NUMBER	HOME PHONE	BUSINESS PHONE	REQUEST DATE	CALL TYPE				CALL FIRST	SCHEDULE DATE	SERVICE DATE
876904	916-608-6656	916-608-6635	09/02/14	WTY	C/B	RENT	COD	CHRG	X	09/02/14

INSTALLED EQUIPMENT			INSTALL DATE	REASON FOR SERVICE CALL
9" UNIBED DI	Ownshp D		11/09/09	DI Tanks-Exchange/deliver  ANNUAL EXCHANGE DUE EXCHANGE (2) 9" UNIBEDS & (1) 14" CARBON PLEASE GET SIGNATURE!!!
9" UNIBED DI	Ownshp D		11/09/09	
14" PORT EXCH CARBON	Ownshp D		11/09/09	
BIG BLUE TURBITITY 20"	Ownshp C		11/09/09	

PARTS AND MATERIAL USED ON CALL				
QTY	PART NO.	DESCRIPTION	UNIT PRICE	TOTAL
<b>PARTS TOTAL</b>				

CORRECTIVE MEASURES TAKEN	
Tanks In	Tanks Out
9" Unibeds	9" Unibeds
# 10312	# 10067
# 10363	# 10136
14" Carbon	14" Carbon
# 1701	# 5000

TIME START	AM PM	TIME FINISH	AM PM
LABOR NO. HRS.		@ \$	PER HR
TRIP CHARGE			DI exchange 290. <sup>00</sup>
MILEAGE TOTAL			@ PER MILE
LABOR CHARGE			
PARTS TOTAL			Fuel 5.25
OTHERS TOTAL			Carbon exch. 30. <sup>00</sup>
SALES TAX %			%
PREVIOUS BALANCE			

SERVICE RECEIVED BY / DATE	SERVICE BY / DATE	PLEASE PAY THIS AMOUNT
<i>Ronne Hintze</i>	<i>Wayne 10/2/14</i>	<b>325.25</b>