

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO 0001077682

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

Date	Revision	Page
08/08/2014		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
808551 FLEWSJ POONV	04ADMN	

Vendor: 0000030068
 TRI-CITY TECHNOLOGIES
 2615 DEL MONTE STREET
 WEST SACRAMENTO CA 95691

Phone: (916) 503.5300
Fax: (916) 503.5310

email:

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

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	PRINTING AND MAILING SERVICES FOR FOLSOM LAKE COLLEGE SPOTLIGHT NIGHT 8.5X5.5 POSTCARD, CARDSTOCK, FULL COLOR, FULL BLEED A LOT OF 6,400 PIECES	1.00	LOT	711.00	711.00	08/22/2014

CONFIRMATION PURCHASE ORDER

QUOTE DATED 8/6/14 FROM LARRY BRITTAIN

MAILING SERVICE TO INCLUDE : PRINT AND ADDRESS POSTCARDS, SORT, DROP AT FOLSOM POST OFFICE POSTAGE COST ESTIMATED
 COLLEGE WILL USE NON-PROFIT INDICIA BULK MAIL PERMIT NO. 41
 ARTWORK PROOFS POSTCARD FRONT & BACK APPROVED BY PISO OFFICE
 FLC OUTREACH DEPT TO PROVIDE ADDRESS DATABASE TO VENDOR BY AUGUST 15, 2014
 POSTCARDS TO BE MAILED NO LATER THAN AUGUST 22, 2014


Sub Total Amount	711.00
Sales Tax Amount	56.88
Total PO Amount	767.88

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4501	12	FL.VI.VTEA	49990	00000	316C	767.88	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
 8/13/2014

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 DATASHEETS (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.

ORIGINAL

Los Rios Community College District

Requisition *Conf PO#*

Req. No. 808551

P.O. NO.

Page 1 of 1

Vendor Code
0000030068

DATE 08/05/2014 VENDOR TRI-CITY TECHNOLOGIES

Approved by / Date

ADDRESS 2615 DEL MONTE STREET

Reviewed by / Date

CITY WEST SACRAMENTO STATE CA ZIP 95691

Dispatched Method / Date

E-MAIL

PHONE 916.503.5300 FAX 916.503.5310

DELIVERY INSTRUCTIONS

04ADMN

Department Building Location

FLC PISO for OUTREACH

College/District Location Department

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	PLEASE CREATE AMOUNT ONLY PO				
2	<i>Request Confirming PO #</i>				
3	PRINTING & MAILING SERVICES FOR FLC SPOTLIGHT NIGHT	1	LOT	711.00	711.00
4	8.5 x 5.5 POSTCARD, CARDSTOCK, FULL COLOR, FULL BLEED LOT BASE QTY: 6400				
5					
6	EMAIL SIGNED PO TO Larry Brittain at: larryb@tricitytech.net				
7	PO COMMENTS: MAILING SERVICE TO INCLUDE:				
8	PRINT & ADDRESS POSTCARDS, SORT, DROP AT FOLSOM POST OFFICE POSTAGE COST ESTIMATED				
9	COLLEGE WILL USE NON-PROFIT INDICIA BULK MAIL PERMIT NO. 41				
10	ARTWORK PROOFS POSTCARD FRONT & BACK APPROVED BY PISO OFFICE				
11	FLC OUTREACH DEPT. TO PROVIDE ADDRESS DATABASE TO VENDOR BY AUGUST 15, 2014.				
12	POSTCARDS TO BE MAILED NO LATER THAN AUGUST 22, 2014				
13					

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of VTEA

Sales Tax 56.88

Kim Harrell For grants/special projects 316C
Program Director/Coordinator Signature Project/Grant Number

Kim Harrell

Program Goal/Objective Number/Explanation

Total \$767.88

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

Jeanne Plews

08/05/14

REQUESTED BY: *Jeanne Plews* 8/5/14
TYPE/PRINT SIGNATURE DATE

REQUESTED BY: *Kim Harrell* 8/5/14
SIGNATURE DATE

AUTHORIZED: *Kathleen Kirklin* 8/4/14
DEAN OR AUTHORIZED SIGNATURE DATE

APPROVED: *Kathleen Kirklin*
VICE PRESIDENT, ADMINISTRATION DATE

GENFD /4501 /12 / FL.VI.VTEA

Bus. Unit	Account	* Fund	Org	
49990	/00000	/2015	/316C	\$ 767.88
Program	Sub-Class	BY	Proj/Grnt	Amount

Bus. Unit	Account	* Fund	Org	
Program	Sub-Class	BY	Proj/Grnt	\$ Amount

*Asset Location - Equipment purchases over \$200 (Accts: 6480, 6490, 6491, 6493, 6495) complete the area below indicating the final assigned location of equipment.

Location Code _____ Dept. _____

Building _____ Room No. _____

GS #127 95/13

Instructions on Reverse

ORIGINAL

ORIGINAL



QUOTATION

Proposed To: Folsom Lake College

Date: 8/6/14

Project Description:
Postcard Printing & Mailing Project

Creative Services:	Cost:
Artwork provided by client Print Ready Format	N/A
TCT to pre-flight files as needed	

Copy/Print Services:	Cost:
Postcard 8.5" x 5.5" Prints 4/Color + Aq over 4/Color	Qty. 6400 - \$406.10
Postcard prints on #100 Gloss Cover	

Mail Services:	Cost:
Data services, Cass/NCOA, Address cards and Prepare for USPS	Qty.6400 \$304.56**
Deliver to Folsom Post office.	

Postage estimate \$1191.00

****Does not include postage.**

Special Note: All postage must be received at TCT or deposited with USPS PRIOR to the drop of mail.

Fulfillment Services:	Cost:
Mailing List provided by Folsom Lake College	

Terms: ON NEW ACCOUNTS: 50% deposit with balance due prior to delivery.
ON OPEN ACCOUNTS: 2% 10, Net 30, from date of invoice. A service charge of 1 1/2 % per month will be charged on the unpaid balances 30 days after month of invoice. (18% annual rate.)
***NOTE:** Plus applicable California Sales and Use Tax.

Customer: Acceptance of this quotation is an agreement between Tri-City Technologies and the undersigned and is subject to our standard terms and conditions which appear on the reverse. Buyer agrees that in an event suit is necessary to recover payment of the purchase price, buyer will pay seller's attorney fees and costs, including attorney fees for appeal.

Quotation subject to change after 30 days.

By _____ By Larry Brittain
(Client Signature) Tri-City Technologies

From: [Haney, Brenda](#)
To: [Haney, Brenda](#)
Subject: FW: TRI-CITY TECH QUOTE_SPOTLIGHT POSTCARDS_REQ#_808551
Date: Wednesday, August 06, 2014 7:52:50 AM
Attachments: [image001.png](#)

From: Larry Brittain [<mailto:larryb@tricitytech.net>]
Sent: Friday, August 01, 2014 12:33 PM
To: Hart, Kristy
Subject: RE: New project- need quote to start paperwork

Kristy,

The total cost for the printing and mailing services is \$711.00 for the 6400 pieces. I will have the postage estimate later today or Monday, our mailing supervisor is tied up on a deadline job today and I didn't want to disturb him right now. I hope you understand.

Sincerely,

Larry Brittain
Tri-City Technologies
2615 Del Monte Street
West Sacramento, CA 95691
(916) 503-5300ph
(916) 503-5310fax
(888) 928-7828toll free
www.tricitytech.net

“Like” us on facebook and receive a \$10 Starbucks giftcard.

CLIENT'S RESPONSIBILITY

This proof is submitted for your review to ensure the accuracy of your order. Print out all proofs. YOU are the final inspector. After approving this proof, TCT will not be held responsible for any items that are found to be incorrect, that are left off the copy, or for any client assumptions not shown on this proof. Your project will print exactly as it appears on this proof. Any changes requested by the client to this proof, not due to a TCT error, will be made at an additional charge to the client.

PLEASE READ PROOF CAREFULLY

Confidentially Notice: This email message, including any attachments, is for the sole use of the intended recipient/s and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is strictly prohibited. If you are not the intended recipient, please contact me by reply email and destroy all copies of this original message

From: Hart, Kristy [<mailto:HartK@flc.losrios.edu>]
Sent: Thursday, July 31, 2014 4:21 PM
To: larryb@tricitytech.net
Cc: Mclane, Jennifer
Subject: New project- need quote to start paperwork

Hi Larry,

Can you send me a quote for the following printing and mailing services.

Printing:

8.5x5.5 postcard

Cardstock (whatever you recommend)

Full color, full bleed

Quantity: approx. 6,400 (will depend on final database submitted, no overage needed)

Mailing services:

Print addresses on postcards

Sort

Drop at Folsom Post Office

Only postage estimate requested (we will be using our non-profit indicia)

Database: approx. 6,400 addresses (database will be provided around August 15)

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



Non-Profit Org
U.S. Postage
PAID
Permit No. 41
Folsom, CA 95630

Spotlight Night

WEDNESDAY, SEPTEMBER 10, 6:00-8:00PM

WWW.FLC.LOSRIOS.EDU



FOLSOM LAKE COLLEGE

Spotlight Night

Want to learn more about Folsom Lake College? Join us!

WEDNESDAY, SEPTEMBER 10, 6:00-8:00PM

- ▶ Spotlight on Careers - Degree and Certificate Programs
- ▶ Industry Partners Showcasing Employment Opportunities
- ▶ Interactive Demonstrations for Career Exploration
- ▶ Services to Help YOU Succeed

10 COLLEGE PARKWAY IN FOLSOM
WWW.FLC.LOSRIOS.EDU

*For more information,
please email:
plewsj@flc.losrios.edu*

Los Rios Community College District

Requisition

Page _____ of _____

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

Vendor Code	DATE _____	VENDOR _____
Approved by / Date _____	ADDRESS _____	
Reviewed by / Date _____	CITY _____	STATE _____ ZIP _____
Dispatched Method / Date _____	E-MAIL _____	
	PHONE _____	FAX _____

DELIVERY INSTRUCTIONS	
Department Building Location	
College/District Location	Department
Division	Date Required

ITEM	DESCRIPTION <small>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES</small>	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					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects				SalesTax
This purchase is in compliance with the requirements of _____				Total
Program Name _____		Project/Grant Number _____		
Program Director/Coordinator Signature _____		For grants/special projects _____		
Program Goal/Objective Number/Explanation _____				

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

REQUESTED BY:	TYPED/PRINT	DATE
REQUESTED BY:	SIGNATURE	DATE
AUTHORIZED:	DEAN OR AUTHORIZED SIGNATURE	DATE
APPROVED:	VICE PRESIDENT, ADMINISTRATION	DATE

/	/	/			
Bus. Unit	Account	* Fund	Org		
				\$	
Program	Sub-Class	BY	Proj/Grnt	Amount	
Bus. Unit	Account	* Fund	Org		
				\$	
Program	Sub-Class	BY	Proj/Grnt	Amount	

* Asset Location - Equipment purchases over \$200 (Accts: 6480, 6490, 6491, 6493, 6495) complete the area below indicating the final assigned location of equipment.

Location Code _____ Dept. _____

Building _____ Room No. _____

Thiessen, Levi

From: Plews, Jeanne
Sent: Thursday, October 02, 2014 9:56 AM
To: Thiessen, Levi; Raines, Christopher
Cc: Harman, Joany
Subject: FW: PO 0001077682 TRI-CITY TECHNOLOGIES

Levi/Chris,

Please process an online receiver for Tri-City Technologies PO# 0001077682. The order was completed for us on August 19 2014. (Please read the email chain below.)

Thank you,

Jeanne Plews

Administrative Assistant to Dean of Instruction
Kinesiology, Health, Athletics and Workforce Development
Folsom Lake College
10 College Parkway
Folsom, CA 95630
(916) 608-6687
Fax (916) 608-6761

VENDOR: TRI-CITY TECHNOLOGIES

RCVR: 0001066486

LMT 10/2/14

From: Harman, Joany
Sent: Thursday, October 02, 2014 9:51 AM
To: Plews, Jeanne
Subject: RE: PO 0001077682 TRI-CITY TECHNOLOGIES

It still has to go through our receiving process if you want to get them paid. You are receiving or confirming that whatever you ordered was completed.

1. If you have received the items (or they were completed as ordered), please contact Levi Thiessen/Chris Raines and request that an online receiver can be processed, which will get the vendor paid.

From: Plews, Jeanne
Sent: Thursday, October 02, 2014 9:41 AM
To: Harman, Joany
Subject: RE: PO 0001077682 TRI-CITY TECHNOLOGIES

Joany,

For this vendor, we just had him print postcards and mail them for us. There is nothing to receive at the college. And, we did confirm that this was completed and mailed on time.

Is this all you need to pay the vendor?

Jeanne Plews

Administrative Assistant to Dean of Instruction
Kinesiology, Health, Athletics and Workforce Development
Folsom Lake College
10 College Parkway
Folsom, CA 95630

(916) 608-6687
Fax (916) 608-6761

From: Harman, Joany
Sent: Thursday, October 02, 2014 9:19 AM
To: Plews, Jeanne
Subject: PO 0001077682 TRI-CITY TECHNOLOGIES

Hello Jeanne,
The vendor has invoiced on the items listed below, yet our records indicate that not all items have been received.

PRINTING AND MAILING SERVICES FOR FOLSOM LAKE COLLEGE SPOTLIGHT NIGHT
8.5X5.5 POSTCARD, CARDSTOCK, FULL COLOR, FULL BLEED
A LOT OF 6,400 PIECES

1. If you have received the items, please contact Levi Theissen/Chris Raines and request that an online receiver can be processed, which will get the vendor paid.
2. If you have not received the items, please contact the vendor and ask for delivery status or delivery confirmation so that the order can be tracked down.
3. If you are already working with Brenda because there is a problem with the order, please disregard this email.

Thank you,

Joany Harman



Joany Harman | Business Services Supervisor
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6622 | f. 916.608.6553 | harmanj@flc.losrios.edu | <http://flc.losrios.edu>