

**PURCHASE ORDER NO  
DUPLICATE**

**0001077882**

<b>Date</b> 08/22/2014	<b>Revision</b> 1 - 08/28/2014	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 808801 WERFW POONV		

**Vendor:** 0000018138  
LYNDA.COM  
PO BOX 848527  
LOS ANGELES CA 90084-8527

**Phone:** (888) 335-9632  
**Fax:** (805) 477-5604

**email:** cs@lynda.com

**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	LYNDAPRO MEMBERSHIP (SHARABLE LICENSE)			350.00	1,750.00	

QUOTE JLR 81414 DATED 8/14/14

ADMINSTRATOR MEMBERSHIP - NO CHARGE  
WENDA VANDER WERF, AT EMAIL VANDERW@FLC.LOSRIOS.EDU, TO ACT AS ADMINSTRATOR FOR MEMBERSHIPS

EMAIL PO TO JOLENE RELLEGGERT AT JRELLEGGERT@LYNDA.COM  
PLEASE PROVIDE INVOICE FOR PAYMENT

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	5890	11	FL.VA.OFFC	67500	00000	041A	1,750.00	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.

**Unauthorized**

## 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

## Requisition

Page 1 of 1

Req. No. **808801**

Vendor Code  
**00000181138**

DATE August 14, 2014 VENDOR Lynda.com, Inc.

P.O. NO.

Approved by / Date

ADDRESS P.O. Box 848527

DELIVERY INSTRUCTIONS	
<b>04FLC</b>	
Department Building Location College Administration 04ADMN112	
College/District Location FLC - VPA	Department
Division	Date Required

Reviewed by / Date

CITY Los Angeles STATE CA ZIP 90084-8527

Dispatched Method / Date

E-MAIL jrellergert@lynda.com

PHONE 805.755.1807 FAX \_\_\_\_\_

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<small>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</small>				
1	lyndaPro membership (sharable license)	5	ea	350.00	1750.00
2	administrtor membership - No Charge				
3	QUOTE #: JLR81414, JOLENE RELLEGGERT				
4					
5	Wenda Vander Werf to act as "Administrator"				
6	for memberships vanderw@flc.losrios.edu				
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects				SalesTax	N/A
This purchase is in compliance with the requirements of _____					
Program Name					
For grants/special projects _____					
Program Director/Coordinator Signature _____				<b>Total</b>	1,750.00
Project/Grant Number					
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.

Wenda Vander Werf 8/14/14

REQUESTED BY: TYPED/PRINT DATE  
*Wenda G Vander Werf*  
REQUESTED BY: SIGNATURE DATE

AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE

*Kathleen Kurbin* 8/14/14  
APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

GENFD /5300 /11 / FL.VA.OFFC				
Bus. Unit	Account	* Fund	Org	
67500	/00000	/2014	/041A	\$ 1,750.00
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. \_\_\_\_\_

quote

**Remit Payment To:**

lynda.com, Inc.  
PO Box 848527  
Los Angeles, CA 90084 - 8527

PREPARED BY: JOLENE RELLERGERT  
PREPARED DATE: AUGUST 14, 2014  
QUOTE #: JLR 81414

**Contact**            Wenda Vander Werf  
**Information:** Folsom Lake College  
                         10 College  
                         Folsom, CA 95630

**Billing**             Wenda Vander Werf  
**Information:** Folsom Lake College  
                         10 College  
                         Folsom, CA 95630

PRODUCT NAME	QTY	UNIT PRICE (USD)	LINE TOTAL (USD)
lyndaPro	5	\$350	\$1,750
SUBTOTAL			\$1,750
TOTAL			\$1,750

QUOTE VALID THRU: 10/14/14

**Notes:**

Thank you for considering lynda.com for your training needs!

Jolene Rellergert  
jrellergert@lynda.com  
805.755.1807

Order Admin  
orderadmin@lynda.com  
888.335.9632, ext. 339

# wire instructions

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## Customer Wires/ACH Payments sent here:

**Bank Info:**

Wells Fargo Bank  
420 Montgomery Street  
San Francisco, CA 94104 USA

**Account Name:**

lynda.com, Inc.

**Account Number:**

0784236408

**ABA/Transit Routing Number For Wires:**

121000248

**ABA/Transit Routing Number For ACH:**

121042882

**Swift Code:**

WFBIUS6S

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IMPORTANT NOTE: To ensure accurate handling, please send a confirmation email to our Accounts Receivable department: [ar@lynda.com](mailto:ar@lynda.com)

**This confirmation email should indicate:**

- Date lynda.com should expect the wire
- Dollar amount
- Sending organization
- Invoice number and/or User ID (if known)

If you have additional questions, please contact your Sales Representative at the information listed below.

## Unlimited online video training

lyndaPro provides any team or department with unlimited, cost-effective access to the vast lynda.com library of instructional videos. Inspire employees to learn the latest software, creative, and business skills at their own pace.

Give users of any skill level the ability to watch bite-size tutorials for immediate problem solving or take comprehensive courses from start to finish—at work, home, or on the go.

### Your organization can

- Promote professional and leadership development
- Help boost team performance
- Reduce help desk calls
- Ease technology migrations
- Offer mobile device training
- Provide an added HR benefit
- Close skill gaps

### Users can

- Keep pace with technology, and support the daily workflow
- Explore hundreds of topics in multimedia, design, web development, and social media
- Build presentation, time management, and research skills
- Get immediate just-in-time answers to questions

### Features

- Administrative control over user access
- Expert instructors
- Mobile device access
- Shareable course playlists that can map to curricula
- Searchable course transcripts for quick answers
- Personal course queues to support individualized learning
- Bookmarks for favorite sections and easy reference
- Downloadable exercise files that reinforce retention
- Certificates of completion
- New courses added every week at no additional cost
- Detailed reporting
- Privacy and security—TRUSTe compliant

### What do we teach?

3D + Animation  
Audio  
Business  
CAD  
Design  
Developer  
Photography  
Video  
Web

Adobe  
Apple  
Autodesk  
Avid  
Blackboard  
Google  
IBM  
Microsoft  
Open Source  
And more

### Simple implementation

Allows bulk user upload

Stays in the cloud

Works on Mac, Windows,  
Linux, and mobile devices

### Detailed reporting

Summarizes usage details

Shows how often users access  
lynda.com

Lists which courses users view  
and complete

Provides stats for each user's  
operating system, browser,  
media player, and IP address

Tracks which courses get the  
most views

### Contact us for lyndaPro pricing information:

US: 1 (888) 335-9632 | Int'l: +1 (805) 477-3900 | EMEA: +44 (0) 1252 416554 | APAC: +61 2 9779 1582 | email: sales@lynda.com