

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO 0001077930

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

Date	Revision	Page
08/29/2014		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
808655 RUSSOR POONV	04VAPA	

Vendor: 0000013810
 US BANK
 OFFICE EQUIP FINANCE SERVICES
 PO BOX 790448
 ST. LOUIS MO 63179-0448

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

email: **DO NOT SEND TO VENDOR**

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

Tax Exempt? N	Use Tax Applicable: Y /	Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
		1- 1	6100 FLEXIBLE CURTAIN TRACK - STANDARD	10.00	EA	5.00	50.00	09/11/2015
		2- 1	6131 END CAP - STANDARD DUTY	2.00	EA	0.50	1.00	09/11/2015
		3- 1	6151 FLEXIBLE CURTAIN TRACK CEILING CARTRIDGES	12.00	EA	0.75	9.00	09/11/2015
		4- 1	6111 FLEXIBLE CURTAIN TRACK CARRIERS PART	12.00	EA	0.60	7.20	09/11/2015
		5- 1	6155 FLEXIBLE CURTAIN TRACK DROP CEILING CLAMP	12.00	EA	2.50	30.00	09/11/2015
		6- 1	RECMAR 7142 STAINLESS STEEL CURTAIN HOOK (14/BAG)	1.00	EA	6.70	6.70	09/11/2015
		7- 1	SHIPPING AND HANDLING	1.00	EA	16.00	16.00	09/11/2015


CONFIRMATION PURCHASE ORDER
 ONLINE CREDIT CARD PURCHASE
 ORDER NO.: 100035610 DATED 8/29/14
 CURTAIN-TRACKS.COM

Sub Total Amount	119.90
Sales Tax Amount	0.00
Total PO Amount	119.90

DO NOT SEND TO VENDOR

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.VTEA	10060	00000	316C	119.90	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
 9/15/2014

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

Requisition

Page 1 of 1

Req. No. **808655**

Vendor Code _____ DATE 8/19/14 VENDOR WWW.CURTAIN TRACKS .COM

P.O. NO. _____

Approved by / Date _____ ADDRESS * US BANK for:

Reviewed by / Date _____ CITY _____ STATE _____ ZIP _____

Dispatched Method / Date _____ E-MAIL _____ PHONE _____ FAX _____

DELIVERY INSTRUCTIONS	
<p><u>04 VAPA</u> Department Building Location</p> <p><u>FLC</u> <u>TA Area 7</u> College/District Location Department</p> <p><u>Instructional</u> Division Date Required</p>	

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					
2	part # 6100 6100 Flexible Curtain Track - standard	10	ea	5.00	50.00
3	6131 End Cap - Standard Duty	2	ea	.50	1.00
4	6151 Flexible Curtain Track Ceiling Cartridges Part # 6151	12	ea	.75	9.00
5	6111 Flexible Curtain Track Carriers Part # 6111	12	ea	.60	7.20
6	6155 Flexible Curtain Track Drop Ceiling Clamp Part # 6155	12	ea	2.50	30.00
7	RECMAR 7142 Stainless Steel Curtain Hook (14/bag) Part # 7142-SS	1	bag	6.70	6.70
8	<i>* Request ONLINE ORDER w/ Credit Card Pre-Pay</i>				
9	sub total:				103.90
10	standard shipping:				16.00
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		SalesTax	8.32
This purchase is in compliance with the requirements of _____		Total	128.22
Program Director/Coordinator Signature: <u>[Signature]</u> For grants/special projects: _____	Program Name: <u>VTEA</u> Project/Grant Number: <u>316C</u>		
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: Ross Russo TYPED/PRINT DATE: 8/26/14

REQUESTED BY: [Signature] SIGNATURE DATE: 8/26/14

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE: 8/25/14

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE: 8/29/14

GENFO 14300 ~~XX 12~~ / FL.VI.VTEA

Bus. Unit	Account	* Fund	Org	Amount
10060	/00000	/2015	/316C	\$ 128.22
Program	Sub-Class	BY	Proj/Grnt	Amount
	/	/	/	

Bus. Unit	Account	* Fund	Org	Amount
	/	/	/	\$
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. _____

From: [Haney, Brenda](#)
To: [FLC-Purchase](#)
Subject: REQUEST FOR ONLINE ORDER WITH CREDIT CARD PRE-PAY_ US BANK for CURTAIN TRACKS.COM
Date: Friday, August 29, 2014 10:51:58 AM
Attachments: [REQ#_808655_US BANK for CURTAIN TRACKS.COM.pdf](#)
Importance: High

Purchasing –

We are requesting an online order with credit card pre-pay for attached REQ#_808655 for Curtain Tracks.com . Items are required asap – for class/workshop set up our new Theatre Arts Costuming Class now underway.

Original is in today's mail to your office.

Best Regards,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

 916.608.6635 |

 haneyb@flc.losrios.edu

Haney, Brenda

From: Poon, Vivian
Sent: Friday, August 29, 2014 3:04 PM
To: Haney, Brenda
Cc: Alford, Jennifer
Subject: RE: REQUEST FOR ONLINE ORDER WITH CREDIT CARD PRE-PAY_ US BANK for CURTAIN TRACKS.COM - PO# 0001077930

PO# 0001077930, Thanks!

From: Curtain-Tracks [mailto:sales@curtain-tracks.com]
Sent: Friday, August 29, 2014 2:34 PM
To: Poon, Vivian
Subject: Curtain-Tracks.com: New Order # 100035610

Hello FOLSOM LAKE COLLEGE - RECEIVING PO# 0001077930 ,

Thank you for your order from Curtain-Tracks.com. Once your package ships we will send an email with a link to track your order. If you have any questions about your order please contact us at support@curtain-tracks.com or call us at (888) 434-7444 Monday - Friday, 8am - 5pm PST.

Your order confirmation is below. Thank you again for your business.

Your Order #100035610 (placed on August 29, 2014 4:33:25 PM CDT)

Billing Information:	Payment Method:
FOLSOM LAKE COLLEGE - RECEIVING PO# 0001077930 LOS RIOS COMMUNITY COLLEGE DISTRICT 1919 SPANOS COURT SACRAMENTO, CA, 95825 United States T: 916-568-3038 F: 916-286-3636 POONV@LOSRIOS.EDU	Credit Card Credit Card Type: Visa Credit Card Number: xxxx-8510 Processed Amount: \$119.90

Shipping Information:
 FOLSOM LAKE COLLEGE - RECEIVING
 PO# 0001077930
 LOS RIOS COMMUNITY COLLEGE
 DISTRICT
 10 COLLEGE PARKWAY
 FOLSOM, CA, 95630
 United States
 T: 916-608-6635

Shipping Method:
 Select Shipping Method - Standard

Item	SKU	Qty	Subtotal
6100 Flexible Curtain Track <i>Size</i> Standard	6100-S	10	\$50.00
6131 Flexible Curtain Track End Caps <i>Size</i> Standard	6131-S	2	\$1.00
6151 Flexible Curtain Track Ceiling Cartridges <i>Size</i> Standard/Medium	6151-SM	12	\$9.00
6111 Flexible Curtain Track Carriers <i>Size</i> Standard	6111-S	12	\$7.20
6155 Flexible Curtain Track Drop Ceiling Clamp	6155	12	\$30.00
RECMAR 7142 Stainless Steel Curtain Hook (14/bag)	7142-SS	1	\$6.70
		Subtotal	\$103.90
		Shipping & Handling	\$16.00
Grand Total			\$119.90













Thank you again,
Curtain-Tracks.com

From: Haney, Brenda
Sent: Friday, August 29, 2014 2:01 PM
To: Poon, Vivian
Cc: Alford, Jennifer
Subject: RE: REQUEST FOR ONLINE ORDER WITH CREDIT CARD PRE-PAY_ US BANK for CURTAIN TRACKS.COM

Toll Free 888-434-7444

Shopping Cart

[Proceed to Checkout](#)

Remove		Product Name	Unit Price	Qty	Subtotal
		6100 Flexible Curtain Track Size Standard	\$5.00	<input type="text" value="10"/>	\$50.00
		6131 Flexible Curtain Track End Caps Size Standard	\$0.50	<input type="text" value="2"/>	\$1.00
		6151 Flexible Curtain Track Ceiling Cartridges Size Standard/Medium	\$0.75	<input type="text" value="12"/>	\$9.00
		6111 Flexible Curtain Track Carriers Size Standard	\$0.60	<input type="text" value="12"/>	\$7.20
		6155 Flexible Curtain Track Drop Ceiling Clamp	\$2.50	<input type="text" value="12"/>	\$30.00
		RECMAR 7142 Stainless Steel Curtain Hook (14/bag)	\$6.70	<input type="text" value="1"/>	\$6.70

[Continue Shopping](#) [Empty Cart](#)
[Update Shopping Cart](#)

EMAIL QUOTE

First Name

Last Name

Your email...

MESSAGE

Email Quote

ESTIMATE SHIPPING

Enter your destination to get a shipping estimate.

Country *

State/Province

Zip/Postal Code

[Get a Quote](#)

Select Shipping Method

- Standard \$16.00
- 2-Day \$35.00
- Next-Day \$55.00

Will Call

Enter your coupon code if you have one.

[Apply Coupon](#)

Subtotal	\$103.90
Grand Total	\$103.90

[Proceed to Checkout](#)

8% - 8.32
 Stand. Ship 16.00

 \$128.22

Order # 100035610	
Order Date: Aug 29, 2014	
SOLD TO:	SHIP TO:
FOLSOM LAKE COLLEGE - RECEIVING PO# 0001077930 LOS RIOS COMMUNITY COLLEGE DISTRICT 1919 SPANOS COURT SACRAMENTO, CA 95825 United States T: 916-568-3038 F: 916-286-3636	FOLSOM LAKE COLLEGE - RECEIVING PO# 0001077930 LOS RIOS COMMUNITY COLLEGE DISTRICT 10 COLLEGE PARKWAY FOLSOM, CA 95630 United States T: 916-608-6635
Payment Method	Shipping Method:
Credit Card Credit Card Type: Visa Credit Card Number: xxxx-8510 Processed Amount: \$119.90	Select Shipping Method - Standard (Total Shipping Charges \$16.00) Comments: PO# 0001077930

US BANK

Product	SKU	Price	QTY	Tax	Subtotal
6100 Flexible Curtain Track Size Standard	6100-S	\$5.00	10	\$0.00	\$50.00
6131 Flexible Curtain Track End Caps Size Standard	6131-S	\$0.50	2	\$0.00	\$1.00
6151 Flexible Curtain Track Ceiling Cartridges Size Standard/Medium	6151-SM	\$0.75	12	\$0.00	\$9.00
6111 Flexible Curtain Track Carriers Size Standard	6111-S	\$0.60	12	\$0.00	\$7.20
6155 Flexible Curtain Track Drop Ceiling Clamp	6155	\$2.50	12	\$0.00	\$30.00
RECMAR 7142 Stainless Steel Curtain Hook (14/bag)	7142-SS	\$6.70	1	\$0.00	\$6.70

Order Subtotal: \$103.90
 Shipping & Handling: \$16.00
 Grand Total: \$119.90

PO with US BANK
 REVR: 000 1066278
 SEP. 5, 2014
 LMT

