

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO 0001078040

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

Date 09/24/2014	Revision 1	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 767284 CLARKS POONV		Location / Dept 04EDCB ADMIN

Vendor: 0000005887
WARDS NATURAL SCIENCE EST INC
DIV OF VWR INTERNATIONAL LLC
PO BOX 92912
ROCHESTER NY 14692-9012

Phone: (800) 962-2660
Fax: (800) 635-8439

email: bids.wardsci@vwr.com

Ship To: EL DORADO CENTER
RECEIVING
6699 CAMPUS DR
PLACERVILLE CA 95667
United States

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

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	MODEL, TAPEWORM COMPARATIVE PLAS 815049	1.00	EA	622.12	622.12	09/22/2014
2- 1	MOUNT, TAPEWORM SET MUSEUM 676815	1.00	EA	199.75	199.75	09/22/2014
3- 1	MODEL, EARTHWORM ACTIVITY 814065	1.00	EA	125.50	125.50	09/22/2014
4- 1	MODEL, SARCOMERE 817200	1.00	EA	1,035.16	1,035.16	09/22/2014

QUOTE 8002601338

FAX PURCHASE ORDER
FAX NO. : 800-635-8439

Sub Total Amount	1,982.53
Sales Tax Amount	148.69
Total PO Amount	2,131.22

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	12	ED.VI.SB70	49990	00000	454Y	2,131.22	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

[Handwritten Signature] 9-26-14

9-26-14

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

P.L.C. BUSINESS SERVICES

Page _____ of _____

Req. No. **767284**
P.O. NO.

Vendor Code: **5887**

Approved _____

Terms _____

F.O.B. _____

DATE 8/20/14 2014 AUG 25 P 4: 16

VENDOR Wards Science

ADDRESS 5100 W. Henrietta

CITY Recheester STATE NY ZIP 12912

PHONE _____ FAX _____

DELIVERY INSTRUCTIONS

04 edcb

Location Code edc

College/District Location admin

Department 8070/cje

Date Required 9/10/14

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES <i>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</i>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	tapeworm model #815049	1	ea	731.90 622.12	731.90 622.12
2				199.75	199.75
3	tapeworm museum mount #676815	2	ea	235.00 470.00	470.00 470.00
4					
5	earthworm model #814065	1	ea	125.50	125.50
6					
7	model sarcomere #817200	1	ea	1035.16	1035.16
8					
9	per quote 8002601338				
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of 51570 fund 60 Sales Tax 148.69

Program Name 4544

Program Director/Coordinator Signature [Signature] For grants/special projects

Project/Grant Number 4544

Program Goal/Objective Number/Explanation qualifying grant expenditure

Total 2131.21

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: Shannen Clark TYPED/PRINT DATE 8/20/14

REQUESTED BY: [Signature] SIGNATURE DATE 8/20/14

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 8/27/14

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 8/27/14

Bus. Unit 6490 Account* 4300 Fund 12 Org ed.vi.s070

Program 49990 Sub-Class 0000 BY 2015 Proj/Grnt 4544 Amount \$ 2131.21

*** 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



a division of VWR International, LLC.
 5100 West Henrietta Road
 Post Office Box 92912
 Rochester, New York 14692-9012

Quotation

Bill-To-Party FOLSOM LAKE COLLEGE 10 COLLEGE PKWY FOLSOM CA 95630-6798	Information Quote 8002601338 Date 08/20/2014 Bill To Customer No. 80250592 Ship To Customer No. 80250592 Contact Name KIM ZWERENZ Telephone 530-642-5643 Email zwerenk@flc.losrios.edu Currency USD Sales Rep SCI ED NCAL OPEN Valid 08/20/2014 Expires 11/20/2014 Cust ref FOLSOM LAKE COLLEGE
Ship-To-Party FOLSOM LAKE COLLEGE 10 COLLEGE PKWY FOLSOM CA 95630-6798	

Information

Term: Transport fees as per standard terms and conditions unless indicated otherwise in this quotation. Taxes not included.

Wards will pick up the Ground Shipping Charges unless otherwise stated in the quote.

To ensure you receive your quoted pricing, please reference the quote number on your purchase order. All orders of \$24.99 or less (pre-tax) will be subject to an additional \$7.00 handling fee. Orders under \$100.00 will be subject to current shipping charges, Unless stated on the quote. If your organization is tax exempt, and estimated taxes have been quoted, please provide a copy of your tax exemption certificate with your order so that we can add it to your account. Item prices ending in#9# (i.e.XX.09, XX.89, XX.99) are excluded from any discount. Hazard fee#s will be prepaid and added your order unless stated on the quote.

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
10		815049 MODEL TAPEWORM COMPARATIVE PLAS Delivery 90-150 Days ARO	1 EA	622.12	622.12
20		676815 TAPEWORM SET MUSEUM MOUNT	1 EA	199.75	199.75
30		814065 EARTHWORM ACTIVITY MODEL	1 EA	125.50	125.50
40		817200 MODEL SARCOMERE	1 EA	1,035.16	1,035.16
50		Free Ground Shipping	0.000		0.00
----- Item Total					1,982.53

TO PLACE YOUR ORDER, PLEASE CALL
 CONTACT TEL: 1-800-962-2660
 FAX: 1-800-635-8439
 Email : bids.wardsci@vwr.com

tax 148.49
2131.21

From: [Haney, Brenda](#)
To: [Clark, Shannon](#)
Cc: [Shane, Vonnie](#); [van Dam, Dale](#); [Zwerenz, Kim](#)
Subject: 3RD REQUEST_FOR YOUR ACTION_ RE:_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED
Date: Tuesday, September 23, 2014 1:54:51 PM
Attachments: [REQ# 767284_WARDS SCIENTIFIC.PDF](#)
Importance: High

This is a 3rd REQ_ REQ/767284 / PO_0001078040 – ON HOLD – 6490 Budget Transfer Required for \$2132.00

Thank you,

Brenda Haney

Business Services

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

 916.608.6635 |  haneyb@flc.losrios.edu

From: Haney, Brenda
Sent: Friday, August 29, 2014 1:40 PM
To: Clark, Shannon
Cc: Shane, Vonnie
Subject: PLEASE ADVISE_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED
Importance: High

Please advise if a B/Trx has been submitted to create a 6490 account string for this REQ/PO.

Thank you,

Brenda Haney

Business Services

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

 916.608.6635 |  haneyb@flc.losrios.edu

From: Haney, Brenda
Sent: Tuesday, August 26, 2014 2:08 PM
To: Clark, Shannon
Cc: Shane, Vonnie
Subject: RE: FOR YOUR ACTION_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED

The whole REQ is 6490 – it's already moving forward. Please just submit a budget transfer and let me know when that is done.

Thank you,

Brenda Haney

Business Services

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

 916.608.6635 |  haneyb@flc.losrios.edu

From: Clark, Shannon
Sent: Tuesday, August 26, 2014 1:12 PM
To: Haney, Brenda
Cc: Shane, Vonnie
Subject: RE: FOR YOUR ACTION_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED

Hi Brenda~

Two of the items are worm models – are those (items 2 &3) considered equipment vs instructional supplies? Jason needs those for some upcoming career fairs. Let me know – I am happy to recall that req and submit two separate ones if not all of the items are equipment.

In the meantime, I'll contact my ccco grant monitor to add an equipment category since I believe we'll need that regardless. 😊

Thank you Brenda for all of your help!

Shannon

From: Haney, Brenda
Sent: Tuesday, August 26, 2014 8:51 AM
To: Clark, Shannon
Cc: Shane, Vonnie
Subject: FOR YOUR ACTION_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED
Importance: High

Shannon –

REQ# 767284 for WARDS is on Hold – 6490 budget required (does not qualify for 4300 supply).

Please submit a Budget Transfer and create a 6490 account string for this REQ – total required \$2132.00

Best Regards,

Brenda Haney

Business Services

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

☎ 916.608.6635 |

✉ haneyb@flc.losrios.edu

From: [Clark, Shannon](#)
To: [Haney, Brenda](#)
Cc: [Shane, Vonnie](#); [van Dam, Dale](#); [Harman, Joany](#)
Subject: RE: 3RD REQUEST_FOR YOUR ACTION_ RE:_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED
Date: Tuesday, September 23, 2014 2:09:30 PM
Attachments: [image001.png](#)

No Problem, Brenda.

Thank you.

Shannon

From: Haney, Brenda
Sent: Tuesday, September 23, 2014 2:08 PM
To: Clark, Shannon
Cc: Shane, Vonnie; van Dam, Dale; Zwerenz, Kim
Subject: RE: 3RD REQUEST_FOR YOUR ACTION_ RE:_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED

Shannon –

Appreciate the update. In the future is BSO or DO are holding REQ/POs waiting for Budget Transfers – please make sure I am copied on all B/TRX emails.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Clark, Shannon
Sent: Tuesday, September 23, 2014 2:05 PM
To: Haney, Brenda
Cc: Shane, Vonnie; van Dam, Dale; Zwerenz, Kim
Subject: RE: 3RD REQUEST_FOR YOUR ACTION_ RE:_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED

Brenda / Dale –

Because we added a new category 6000 which previously had no funds, the request had to be approved by our Grant Monitor. That request was approved and I sent the following budget change request to Joany earlier today. The request is in BSO and will be processed soon I'm sure.

Thank you Brenda.

~Shannon

From: Clark, Shannon
Sent: Tuesday, September 23, 2014 1:05 PM
To: Harman, Joany

Cc: Melton, Karen
 Subject: FW: Request Add Category 12-140-234

Joany~

A couple of quick things:

1. Budget Change

I submitted a budget request which was approved by our Grant Monitor to add category 6000. Can we process the following budget move, once this is done we can process the Wards Req 767284 which is in BSO.

4300	\$10,565.00	(\$7,000.00)	\$	3,565.00
4500	\$8,451.14	(\$5,130.00)	\$	3,321.14
6300	\$ -	\$ 1,065.00	\$	1,065.00
6490	\$ -	\$ 11,065.00	\$	11,065.00

2. Personnel Strings

I am working with Afshan to correct the postings for Price (1100 454w) & Abraham (1206 454y) – neither of which should be posted to SB70. I am also trying to get the postings for the 2 INDIS faculty who should be going to SB70 in F14. Those are currently missing (1100 454y).

3. Fiscal year closing question

Why do things like this happen? SB70 has only ever paid for one invoice (a sponsorship) in 5890 – it is \$10,000 total. I budgeted for the same sponsorship this year but now when I submit this req this week, I will be told that the funds are short. There weren't any add ons to that invoice, shipping, tax, etc. So why would I have this retro adjustment? And how can I keep this from happening in the future so that I can budget correctly?

Budget Year	Account String	Current Budget	Pre-Encumbrance	Encumbrances	YTD Expenses	Available Balance
2015	GENFD 5890 12 ED.VI.SB70 49990 00000 2015 454Y	\$9,770.00	\$0.00	\$0.00	\$0.00	\$9,770.00

PO ID	VENDOR	DESCRIPTION	Jrnl ID	Vchr ID	Campus ID	INVOICE	POSTED	PMT STATUS	APPROP	ENC	EXPS
0	0	Budget Carryover	ULFS004259	0	KMBE009	0	07/14/14		\$10,000.00	\$0.00	\$0.00
0	0	FY15 Est RTR Adj	ULFS004393	0	FL14515	0	09/22/14		(\$230.00)	\$0.00	\$0.00

Shannon N. Clark

Grant Coordinator
Governor's Career Technical Education Initiative (SB-70)
Folsom Lake College, El Dorado Center
6699 Campus Drive
Placerville, CA
(530) 642-5624



El Dorado County Career Technical Partnership

In Partnership: Folsom Lake College • El Dorado Union High School District • El Dorado County Office of Education

From: McFarland, Cynthia [<mailto:cmcfarla@CCCCO.edu>]
Sent: Tuesday, September 16, 2014 2:43 PM
To: Clark, Shannon
Subject: RE: Request Add Category 12-140-234

Hi Shannon-

That shouldn't be a problem. Complete a budget revision on the online reporting system and I will approve it. When you complete the justification, use the information below. It is a perfect explanation for the change.

Cynthia

From: Clark, Shannon [<mailto:clarks@flc.losrios.edu>]
Sent: Tuesday, September 16, 2014 12:15 PM
To: McFarland, Cynthia
Subject: Request Add Category 12-140-234

Cynthia~

We would like to seek your approval to repurpose a portion of funds currently in category 4000 into category 6000 as part of our continued efforts to support our Medical Laboratory Technician program. This change is due in large part to cost saving in our Teacher Externship and CTE Teacher Training workshops over the last quarter. Planned expenditures, in accordance with our grant objectives, will include a few key instructional pieces necessary to the establishment of this medical program including microscopes and medical models.

Shannon N. Clark

Grant Coordinator
Governor's Career Technical Education Initiative (SB-70)
Folsom Lake College, El Dorado Center
6699 Campus Drive
Placerville, CA
(530) 642-5624



El Dorado County Career Technical Partnership

In Partnership: Folsom Lake College • El Dorado Union High School District • El Dorado County Office of Education

From: Haney, Brenda
Sent: Tuesday, September 23, 2014 1:55 PM
To: Clark, Shannon
Cc: Shane, Vonnie; van Dam, Dale; Zwerenz, Kim
Subject: 3RD REQUEST_FOR YOUR ACTION_ RE:_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED
Importance: High

This is a 3rd REQ_ REQ/767284 / PO_0001078040 – ON HOLD – 6490 Budget Transfer Required for \$2132.00

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Haney, Brenda
Sent: Friday, August 29, 2014 1:40 PM
To: Clark, Shannon
Cc: Shane, Vonnie
Subject: PLEASE ADVISE_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED
Importance: High

Please advise if a B/Trx has been submitted to create a 6490 account string for this REQ/PO.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Haney, Brenda
Sent: Tuesday, August 26, 2014 2:08 PM
To: Clark, Shannon
Cc: Shane, Vonnie
Subject: RE: FOR YOUR ACTION_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED

The whole REQ is 6490 – it's already moving forward. Please just submit a budget transfer and let me know when that is done.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Clark, Shannon

Sent: Tuesday, August 26, 2014 1:12 PM

To: Haney, Brenda

Cc: Shane, Vonnie

Subject: RE: FOR YOUR ACTION_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED

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In the meantime, I'll contact my cccco grant monitor to add an equipment category since I believe we'll need that regardless. ☺

Thank you Brenda for all of your help!

Shannon

From: Haney, Brenda

Sent: Tuesday, August 26, 2014 8:51 AM

To: Clark, Shannon

Cc: Shane, Vonnie

Subject: FOR YOUR ACTION_ REQ# 767284_WARDS / 6490 BUDGET REQUIRED

Importance: High

Shannon –

REQ# 767284 for WARDS is on Hold – 6490 budget required (does not qualify for 4300 supply).

Please submit a Budget Transfer and create a 6490 account string for this REQ – total required \$2132.00

Best Regards,

Brenda Haney

Business Services

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

☎ 916.608.6635 |

✉ haneyb@flc.losrios.edu

Ward's Science

5100 West Henrietta Rd. Rochester, NY 14692-9012 Wave Carrier Lane
wards@vwr.com 01 UPS 01U

A PACKING LIST

DATE	SHIPPING REFERENCE NO.	TERMS	PURCHASE ORDER NUMBER
	BéB80155813591389	BéBNO PO NUMBER	
10/01/14	80155813591389	30 days net	No PO Number

Acct No: 0080250592
Sold To: FOLSOM LAKE COLLEGE
10 COLLEGE PKWY



Acct No: 0080250592
Ship To: FOLSOM LAKE COLLEGE
10 COLLEGE PKWY

FOLSOM CA 95630-6798 US
KIM ZWERENZ

FOLSOM CA 95630-6798 US
KIM ZWERENZ

LINE NO.	CASE I.D.	B/O QTY	ORDER QTY	SHIP QTY	UM	CATALOG NUMBER AND DESCRIPTION	PRICE	EXTENSION
010	3B0W01		1	1	EA	WEB Order #: 8002601338 815049. MODEL TAPEWORM COMPARATIVE PL AS *** MFG. NO. ZOS 116/3 CountryCode:DE Customs#:902300		
020	39YQ01		1	1	EA	676815. TAPEWORM SET MUSEUM MOUNT *** MFG. NO. CountryCode:US Customs#: 470029-756 EARTHWORM ACTIVITY MODEL *** MFG. NO. 2756 CountryCode:US Customs#:902300 ***** TEMPORARILY ON BACKORDER *****		
040	37HM01		1	1	EA	817200. MODEL SARCOMERE *** MFG. NO. 0779-00 CountryCode:US Customs#:902300 Total cases : 3		
<p>CERTIFICATION OF COMPLIANCE - The Company certifies that:</p> <ol style="list-style-type: none"> It has purchased the above product(s) from the requested manufacturer or material source. It has not altered or modified the product(s) in any manner from the original condition in which they were received from the manufacturer or material source. <p style="text-align: right;"> WARDS SCIENCE P.O. 0001078040 RCVA:0001066578 LMT 10/8/14 </p>								

PACKING LIST

DATE	SHIPPING REFERENCE NO.	TERMS	PURCHASE ORDER NUMBER
 80155813593577		 0001078040	
10/21/14	80155813593577	30 days net	0001078040

Account No: 0080250592
Sold To: FOLSOM LAKE COLLEGE
10 COLLEGE PKWY

Account No: 0080250592
Ship To: FOLSOM LAKE COLLEGE
10 COLLEGE PKWY

FOLSOM CA 95630-6798 US
KIM ZWERENZ

FOLSOM CA 95630-6798 US
KIM ZWERENZ

LINE NO.	CASE I.D.	B/O QTY	ORDER QTY	SHIP QTY	UM	CATALOG NUMBER AND DESCRIPTION	PRICE	EXTENSION
030	54L401		1	1	EA	WEB Order #: 8002601338 814065. EARTHWORM ACTIVITY MODEL *** MFG NO. 2756 CountryCode: US Customs#: 902300 Total cases : 1		LH 3
<p>CERTIFICATION OF COMPLIANCE - The Company certifies that:</p> <ol style="list-style-type: none"> It has purchased the above product(s) from the requested manufacturer or material source. It has not altered or modified the product(s) in any manner from the original condition in which they were received from the manufacturer or material source. 								
<p>WARDS NATURAL SCIENCE PO# 0001078040 RCUR# 0001066782 10/28/14 LMT</p>								
								ZONE: 03

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

MERCHANDISE RETURN MEMORANDUM

To: Wards Natural Science Date Received 10/28/14
 _____ P.o. No. 1078040 (PAID/COMPL)

 _____ Carrier _____
 (City) (State) (Zip)
 Ship Via - Prepaid Collect
 Vendor Return Authorization No. _____

THE FOLLOWING ITEM(S) ARE RETURNED HEREWITH:

ITEM NO.	QUANTITY	COMPLETE DESCRIPTION	AMOUNT
	1	814065 Earthworm	
		Dupl INV 8059328871	
		CR INV 8059662181	
		Returned 11-10-14	
		D. Lee	

Reason for Return Rec'd 2 of them only ordered one
 (Specify & describe: damaged, over-shipment, not as specified, other)



Returned for: Credit Replacement Repair
 Returned Via: Returned - Vendor Shipped Duplicate Item
 (Attach Shipping Receipt)
 College: El Dorado Campus Date Returned _____
 Address: 6699 Campus Dr Signed [Signature]
Placerview

WHITE: Vendor YELLOW: Accounting/D.O. PINK: Receiving GOLDENROD: Department

Ward's Science

5100 West Henrietta Rd. Rochester, NY 14692-9012 Wave Carrier Lane
 wardscs@vwr.com 21A UPS 01U

PACKING LIST

DATE	SHIPPING REFERENCE NO.	TERMS	PURCHASE ORDER NUMBER
 80156510893579		 0001078040	
10/21/14	80156510893579	30 days net	0001078040

Account No: 0080304991
 old To: FOLSOM LAKE COLLEGE
 EL DORADO CENTER - DEPT OF SCI
 6699 CAMPUS DR

Account No: 0080304991
 Ship To: FOLSOM LAKE COLLEGE
 EL DORADO CENTER - DEPT OF SCI
 6699 CAMPUS DR

PLACERVILLE CA 95667-7744 US
 Kim Zwerenk

PLACERVILLE CA 95667-7744 US

LINE NO.	CASE I.D.	B/O QTY	ORDER QTY	SHIP QTY	UM	CATALOG NUMBER AND DESCRIPTION	PRICE	EXTENSION
010	54L501		1	1	EA	WEB Order #: 8002601338 B14065. EARTHWORM ACTIVITY MODEL *** MFG NO. 2756 CountryCode:US Customs#:902300 Total cases : 1		<i>Ret'd</i> <i>L# 3</i> <i>Vendor Shipped Dupl item</i>
CERTIFICATION OF COMPLIANCE - The Company certifies that: 1. It has purchased the above product(s) from the requested manufacturer or material source. 2. It has not altered or modified the product(s) in any manner from the original condition in which they were received from the manufacturer or material source.								
<i>Received 10-28-14 D. LEE</i>								
								ZONE: 03



a division of VWR International, LLC.
5100 West Henrietta Road
Post Office Box 92912
Rochester, NY 14692-9012 USA

BILL TO:

MDG2012 00003403 1 MB 0435 1



FOLSOM LAKE COLLEGE
ACCOUNTS PAYABLE
10 COLLEGE PKWY
FOLSOM CA 95630-6798

ORIGINAL INVOICE

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
10/21/2014	8059328871	0001078040	09/29/2014
CUSTOMER ACC #	SALES ORDER #	TERMS	
80296212	8015581359	30 days net	
PAYMENT DUE DATE	11/20/2014	PLEASE PAY THIS AMOUNT	\$ 135.54

SHIP TO:

KIM ZWERENZ
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
FOLSOM, CA 95630-6798

Duplicate Shipment
See CRMemo

1 of 2

E-mail address changes to cmd_na@vwr.com

Reference: 8002601338		Reference 2:		Credit Card : N/A				
ORDERED BY		DATE SHIPPED	WHSE	VIA	CURRENCY	DUNS #	TAX CODE	
KIM ZWERENZ - 530-642-5643		10/21/2014	8041	UPS 5 Day Ground	USD	15-098-2189	56-2445503	
LINE #	CUST LINE #	CATALOG NUMBER AND DESCRIPTION	ORDERED	SHIPPED	U/M	UNIT PRICE	EXTENSION	TAX
1		814065 EARTHWORM ACTIVITY MODEL Packing Slip: 8015581359 3577 COO: US US HTS: 9023.00.0000	1	1	EA	125.50	125.50	10.04
		Merchandise Total					125.50	
Visit our web site at www.wardsci.com			Questions? Please email to wardscs@vwr.com			Tax	\$ 10.04	
						TOTAL	\$ 135.54	

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT



**



BILL TO

FOLSOM LAKE COLLEGE
ACCOUNTS PAYABLE
10 COLLEGE PKWY
FOLSOM CA 95630-6798

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
10/21/2014	8059328871	0001078040	09/29/2014
CUSTOMER ACC #	SALES ORDER #	TERMS	
80296212	8015581359	30 days net	
PAYMENT DUE DATE	11/20/2014	PLEASE PAY THIS AMOUNT	\$ 135.54

REMIT TO

Ward's Science
P.O. Box 644312
Pittsburgh, PA 15264-4312

0080593288717000001355400000135540



a division of VWR International, LLC.
5100 West Henrietta Road
Post Office Box 92912
Rochester, NY 14692-9012 USA

BILL TO:

MDG2012 00002249 1 MB 0435 1



FOLSOM LAKE COLLEGE
EL DORADO CENTER - DEPT OF SCIENCE
6699 CAMPUS DR
PLACERVILLE CA 95667-7744

CREDIT MEMO

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
11/24/2014	8059662181	0001078040	11/24/2014
CUSTOMER ACC #	SALES ORDER #	TERMS	
80304991	8023211674	Net 1 Day	
DATE DATE	12/24/2014	TOTAL CREDIT CREDIT TOTAL	\$ -134.91

SHIP TO:

FOLSOM LAKE COLLEGE
EL DORADO CENTER - DEPT OF SCIENCE
6699 CAMPUS DR
PLACERVILLE CA 95667-7744

1 of 3

E-mail address changes to cmd_na@vwr.com

Reference: 8059323593		Reference 2:			Credit Card : N/A			
ORDERED BY			DATE SHIPPED	WHSE	VIA	CURRENCY	DUNS #	TAX CODE
Kim Zwerenk - 530 642 5669			11/24/2014	8041	Default Route for other order	USD	15-098-2189	56-2445503
LINE #	CUST LINE #	CATALOG NUMBER AND DESCRIPTION	ORDERED	SHIPPED	U/M	UNIT PRICE	EXTENSION	TAX
10		814065 EARTHWORM ACTIVITY MODEL Packing Slip: 8023211674 COO: US US HTS: 9023.00.0000	1	1	EA	-125.50	-125.50	-9.41
		Merchandise Total					-125.50	
Order:8015651089 Invoice: 8059323593 Reason: Item was duplicated on two orders, Customer returning this order. dt203297								

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT



BILL TO

FOLSOM LAKE COLLEGE
EL DORADO CENTER - DEPT OF SCIENCE
6699 CAMPUS DR
PLACERVILLE CA 95667-7744

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
11/24/2014	8059662181	0001078040	11/24/2014
CUSTOMER ACC #	SALES ORDER #	TERMS	
80304991	8023211674	Net 1 Day	
DATE	12/24/2014	TOTAL CREDIT	\$ -134.91

REMIT TO

Ward's Science
P.O. Box 644312
Pittsburgh, PA 15264-4312

0080596621815000001349100000134911

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

MERCHANDISE RETURN MEMORANDUM

To: Wards Natural Science Date Received 10/13/14
P.O. # 92912 P.o. No. 0001078040 **L#4**
Rochester Ny Carrier _____
 (City) (State) (Zip)
 Ship Via - Prepaid Collect
 Vendor Return Authorization No. 8021087103

THE FOLLOWING ITEM(S) ARE RETURNED HEREWITH:

ITEM NO.	QUANTITY	COMPLETE DESCRIPTION	AMOUNT
4	1	Sarcophag 817200	1035.14
* Paid OK # 94707576			
10/23/14			
L# orig INV # 8059132907			

Reason for Return Rec'd damaged - vendor to replace
 (Specify & describe: damaged, over-shipment, not as specified, other)
Replacement Rec'd 10/22/14 **- DO NOT PAY REPL INV # 8059245119**

Returned for: Credit Replacement Repair

Returned Via: _____
 (Attach Shipping Receipt)
 College: El Dorado Center
 Address: 6699 Campos Dr
Placerville, CA

Date Returned 10/23/14
 Signed [Signature]

WHITE: Vendor YELLOW: Accounting/D.O. PINK: Receiving GOLDENROD: Department

Haney, Brenda

From: Zwerenz, Kim
Sent: Thursday, October 23, 2014 3:19 PM
To: Haney, Brenda
Subject: RE: PO# 0001078040 _ RCVR / RETURN CONFIRMATIONS REQUIRED

Hi – I just got the RMA and will forward the MRM via PDF. MRM is for the Sarcomere. The earthworm has not been received by me – I expect it next week.

Kim

Rev'd 10/28/14

From: Haney, Brenda
Sent: Thursday, October 23, 2014 2:03 PM
To: Zwerenz, Kim
Cc: Shane, Vonnie
Subject: RE: PO# 0001078040 _ RCVR / RETURN CONFIRMATIONS REQUIRED

Kim –

PO shows Lines 1, 2, 4 RCVRD with Line 3 Earthworm backordered. Vendor has invoiced for Lines 1, 2 and 4 on this PO_0001078040 and payment is scheduled for tonight (INV# 8059132907).

They have **invoiced a second time for Line# 4 (INV# 8059245119) - was this model SARCOMERE** the one that was broken and needs to be returned ?

- If yes – we need the MRM (with RMA and Credit Memo/Invoice) asap – to offset this second invoice.
- If not - which item is your MRM for?
- Has the Earthworm Model been received?

Do Not Pay
CRIMEMO - needed to offset

Thank you,
Brenda Haney
Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Zwerenz, Kim
Sent: Wednesday, October 22, 2014 1:34 PM
To: Haney, Brenda
Subject: RE: PO# 0001078040 (Quote 8002601338)

Hi – Waiting for I backorder part- shipped yesterday. Received replacement part today. Will be sending back the broken one when I get a RMA. Processing MRM

Kim

From: Haney, Brenda
Sent: Wednesday, October 22, 2014 11:01 AM



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5100 West Henrietta Road
Post Office Box 92912
Rochester, NY 14692-9012 USA

ORIGINAL INVOICE

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
10/13/2014	8059245119	0001078040	09/29/2014
CUSTOMER ACC #	SALES ORDER #	TERMS	
80296212	8015581359	30 days net	
PAYMENT DUE DATE	11/12/2014	PLEASE PAY THIS AMOUNT	\$ 1,117.97

BILL TO:

MDG2012 00002689 1 MB 0435 1



FOLSOM LAKE COLLEGE
ACCOUNTS PAYABLE
10 COLLEGE PKWY
FOLSOM CA 95630-6798

SHIP TO:

KIM ZWERENZ
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
FOLSOM CA 95630-6798

DO NOT PAY

E-mail address changes to cmd_na@vwr.com

Reference: 8002601338		Reference 2:			Credit Card : N/A				
ORDERED BY		DATE SHIPPED	WHSE	VIA		CURRENCY	DUNS #	TAX CODE	
KIM ZWERENZ - 530-642-5643		10/13/2014	8041	UPS 5 Day Ground		USD	15-098-2189	56-2445503	
LINE #	CUST LINE #	CATALOG NUMBER AND DESCRIPTION		ORDERED	SHIPPED	U/M	UNIT PRICE	EXTENSION	TAX
1		817200 MODEL SARCOMERE Packing Slip: 8015581359 5889 COO: US US HTS: 9023.00.0000		1	1	EA	1,035.16	1,035.16	82.81
Merchandise Total								1,035.16	
Visit our web site at www.wardsci.com		Questions? Please email to wards@vwr.com				Tax		\$ 82.81	
						TOTAL		\$ 1,117.97	

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT



BILL TO

FOLSOM LAKE COLLEGE
ACCOUNTS PAYABLE
10 COLLEGE PKWY
FOLSOM CA 95630-6798

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
10/13/2014	8059245119	0001078040	09/29/2014
CUSTOMER ACC #	SALES ORDER #	TERMS	
80296212	8015581359	30 days net	
PAYMENT DUE DATE	11/12/2014	PLEASE PAY THIS AMOUNT	\$ 1,117.97

REMIT TO

Ward's Science
P.O. Box 644312
Pittsburgh, PA 15264-4312

0080592451191000011179700001117970



a division of VWR International, LLC.
5100 West Henrietta Road
Post Office Box 92912
Rochester, NY 14692-9012 USA

CREDIT MEMO

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
11/14/2014	8059577607	0001078040	11/14/2014
CUSTOMER ACC #	SALES ORDER #	TERMS	
80296212	8023210201	Net 1 Day	
DATE	12/14/2014	TOTAL CREDIT	\$ -1,117.97

BILL TO:

MDG2012 00002768 1 MB 0435 1



FOLSOM LAKE COLLEGE
ACCOUNTS PAYABLE
10 COLLEGE PKWY
FOLSOM CA 95630-6798

SHIP TO:

KIM ZWERENZ
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
FOLSOM CA 95630-6798

*Credit for Replacement inv
item paid on Orig Invoice*

1 of 2

E-mail address changes to cmd_na@vwr.com

Reference: 8059132907	Reference 2:	Credit Card : N/A						
ORDERED BY	DATE SHIPPED	WHSE	VIA	CURRENCY	DUNS #	TAX CODE		
KIM ZWERENZ - 530-642-5643	11/14/2014	8041	Default Route for other order	USD	15-098-2189	56-2445503		
LINE #	CUST LINE #	CATALOG NUMBER AND DESCRIPTION	ORDERED	SHIPPED	U/M	UNIT PRICE	EXTENSION	TAX
10		817200 MODEL SARCOMERE Packing Slip: 8023210201 COO: US US HTS: 9023.00.0000 Merchandise Total 8059132907 credit for return of damaged item	1	1	EA	-1,035.16	-1,035.16	-82.81
						Tax	\$ 82.81	
Visit our web site at www.wardsci.com						Questions? Please email to wardscs@vwr.com	TOTAL	\$ -1,117.97

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT



BILL TO

FOLSOM LAKE COLLEGE
ACCOUNTS PAYABLE
10 COLLEGE PKWY
FOLSOM CA 95630-6798

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
11/14/2014	8059577607	0001078040	11/14/2014
CUSTOMER ACC #	SALES ORDER #	TERMS	
80296212	8023210201	Net 1 Day	
DATE	12/14/2014	TOTAL CREDIT	\$ -1,117.97

REMIT TO

Ward's Science
P.O. Box 644312
Pittsburgh, PA 15264-4312

0080595776073000011179700001117971