

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

PURCHASE ORDER NO 0001078919

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 11/18/2014	Revision 1	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1006411 WILLIAMSD POONV		Location / Dept 04ADMN CHNCLR

Vendor: 0000030352
 REGENTS OF UC DAVIS
 CASHIERS OFFICE - UC DAVIS
 PO BOX 989062
 WEST SACRAMENTO CA 95798-9062

Phone: (530) 752-3233

email:

Ship To: LRCCD DISTRICT OFFICE
 RECEIVING
 1919 SPANOS COURT
 SACRAMENTO CA 95825-3981
 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	LRCCD CHANCELLORS OFFICE 40% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1.00	CHG	5,000.00	5,000.00	11/28/2014
2- 1	ARC 15% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1.00	CHG	1,875.00	1,875.00	11/28/2014
3- 1	CRC 15% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1.00	CHG	1,875.00	1,875.00	11/28/2014
4- 1	FLC 15% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1.00	CHG	1,875.00	1,875.00	11/28/2014
5- 1	SCC 15% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1.00	CHG	1,875.00	1,875.00	11/28/2014

YEAR 2 INVOICE OF 3
 GLOBE ADADEMY JOINT PARTNERSHIP MASTERCLASS
 TOTAL FOR YEAR 2 \$12,500.00

UCD # UCD13-07169/A AMENDMENT # 1

Sub Total Amount	12,500.00
Sales Tax Amount	0.00
Total PO Amount	12,500.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	11	AR.VI.OFFC	67500	00000	101F	1,875.00	2015
GENFD	5100	11	CR.CP.OFFC	67500	00000	101E	1,875.00	2015

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

[Handwritten Signature] 11-20-14

11-20-14

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

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
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PURCHASE ORDER NO 0001078919

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Date 11/18/2014	Revision	Page 2
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1006411 WILLIAMSD POONV		Location / Dept 04ADMN CHNCLR

Vendor: 0000030352
 REGENTS OF UC DAVIS
 CASHIERS OFFICE - UC DAVIS
 PO BOX 989062
 WEST SACRAMENTO CA 95798-9062

Phone: (530) 752-3233

email:

Ship To: LRCCD DISTRICT OFFICE
 RECEIVING
 1919 SPANOS COURT
 SACRAMENTO CA 95825-3981
 United States

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

Tax Exempt? N

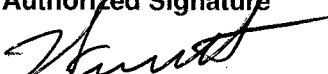
Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
GENFD 5100 11	DS.CH.PROJ 67500 00000 041H	5,000.00		2015		
GENFD 5100 11	FL.CP.OFFC 67500 00000 101E	1,875.00		2015		
GENFD 5100 11	SC.VA.INST 67500 00000 101E	1,875.00		2015		

0001006411KIRKLINK05-NOV-2014

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


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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.

Requisition

Vendor: REGENTS OF UC DAVIS
 CASHIERS OFFICE - UC DAVIS
 PO BOX 989062
 WEST SACRAMENTO CA 95798-9062
 United States

Ship To: RECEIVING
 1919 SPANOS COURT
 SACRAMENTO CA 95825-3981

Business Unit: GENFD		APPROVED
Req ID:	Date	Page
0001006411	10/23/2014	1
Requester		Bldg#
David Williams		CHNCLR
Requester Signature		
Buyer: Vivian Poon		
Approved: KIRKLINK 05-NOV-2014		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	LRCCD CHANCELLORS OFFICE 40% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1	CHG	5,000.00	5,000.00	11/06/2014
2-1	ARC 15% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1	CHG	1,875.00	1,875.00	11/06/2014
3-1	CRC 15% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1	CHG	1,875.00	1,875.00	11/06/2014
4-1	FLC 15% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1	CHG	1,875.00	1,875.00	11/06/2014
5-1	SCC 15% YEAR 2 OF 3 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS	1	CHG	1,875.00	1,875.00	11/06/2014

Total Requisition Amount: 12,500.00

YEAR 2 INVOICE OF 3
 GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS
 TOTAL FOR YEAR 2 \$12,500.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5100	11	AR.VI.OFFC	67500	00000	101F	1,875.00
GENFD	5100	11	CR.CP.OFFC	67500	00000	101E	1,875.00
GENFD	5100	11	DS.CH.PROJ	67500	00000	041H	5,000.00
GENFD	5100	11	PL.CP.OFFC	67500	00000	101E	1,875.00
GENFD	5100	11	SC.VA.INST	67500	00000	101E	1,875.00

Wenda,
 Please make
 copy for our
 file and forward
 to Brenda.
 Kathleen

Brenda - Do you
 want the back
 up emails too?
 There is no invoice,
 just emails with
 budget strings.
 Wenda

Approval Signature	Approval Signature	Approval Signature

FIRST AMENDMENT TO COLLABORATION AGREEMENT

THIS FIRST AMENDMENT is made to the University of California, Davis campus agreement between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA on behalf of its University of California, Davis' School of Education and Mondavi Center (University) and LOS RIOS COMMUNITY COLLEGE DISTRICT on behalf of Folsom Lake College (LRCCD).

The parties to the above-referenced agreement agree as follows:

1. Compensation/Payment. LRCCD shall pay University \$12,500.00 for support of Globe in Fiscal Year 2014-2015. The total amount payable by LRCCD to University pursuant to this agreement is \$25,000.00
2. Other Terms. All other terms and conditions of the agreement shall remain the same.

IN WITNESS WHEREOF, the parties have executed this amendment on the dates set forth below.

AGREED:

LOS RIOS COMMUNITY
COLLEGE DISTRICT

By: Theresa Matista

Print name: THERESA MATISTA

Title: VICE CHANCELLOR, FINANCE

Date: 10/23/14

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

By: Deborah Fraga-Decker

~~Deborah Fraga-Decker~~
Associate Director
Contracting Services
University of California, Davis

Date: 11/14/14

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AGREED:

LOS RIOS COMMUNITY
COLLEGE DISTRICT

By: Theresa Matista

Print name: THERESA MATISTA

Title: VICE CHANCELLOR, FINANCE

Date: 10/23/14

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

By: _____

Deborah Fraga-Decker
Associate Director
Contracting Services
University of California, Davis

Date: _____

From: [Poon, Vivian](#)
To: [Kirklin, Kathleen](#); [Alford, Jennifer](#)
Cc: [Haney, Brenda](#); [Vander Werf, Wenda](#)
Subject: FW: UC Regents - Globe Theater
Date: Friday, November 14, 2014 11:53:09 AM
Attachments: [SBizhubc55014111411440.pdf](#)
[RE UC Davis Amendment for Globe Education Academy.msg](#)
[image001.png](#)

Kathleen – Thanks for your help!

Jennifer – Please release po hold upon receipt of the signed agreement, thanks!

From: Kirklin, Kathleen
Sent: Friday, November 14, 2014 11:37 AM
To: Poon, Vivian; Haney, Brenda
Cc: Alford, Jennifer; Vander Werf, Wenda
Subject: UC Regents - Globe Theater

Attached is a copy of all the emails authorizing the use of each budget code. I have also attached another email received from Anita Delgado today per my request that confirms Theresa's email (included in PDF scan) to use the same budget code for district share as last year.

We have provide David Williams with a scanned copy of the addendum page signed by Theresa and asked David Williams to contact UCD to have it signed.

Kathleen

Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6733 | **f.** 916.608.6584 | Kathleen.kirklin@flc.losrios.edu

From: collegeadmin@flc.losrios.edu [<mailto:collegeadmin@flc.losrios.edu>]
Sent: Friday, November 14, 2014 10:45 AM
To: Kirklin, Kathleen
Subject: Message from Bizhubc550

From: [Haney, Brenda](#)
To: [Kirklin, Kathleen](#)
Cc: [Poon, Vivian](#); [Alford, Jennifer](#); [Wong, Barbara](#)
Subject: RE: Globe Academy Joint Partnership Requisition - Regents of UC Davis, 0001006411
Date: Friday, November 14, 2014 8:22:17 AM
Attachments: [image001.png](#)
[ONL_REQ#_0001006411_REGENTS_OF_UC_DAVIS_DW_GLOBE_ACADEMY_JOINT_PARTNERSHIP_MASTERCLASS.pdf](#)
[REGENTS_OF_UC_DAVIS_REQ000106411.msg](#)

Good Morning Kathleen –

BSO received the attached copies yesterday 11/13 (see attached PDF); along with your email of REQ approval on 11/5 (see attached).

➤ Amendment# 1 (with wet signature) is in today's outgoing mail to DO Purchasing.

If you can forward all other support detail regarding DW budget approvals, I will add it to our hardcopy and archive files, and forward copies to DO.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Kirklin, Kathleen
Sent: Thursday, November 13, 2014 5:21 PM
To: Alford, Jennifer; Wong, Barbara
Cc: Poon, Vivian; Haney, Brenda
Subject: RE: Globe Academy Joint Partnership Requisition - Regents of UC Davis, 0001006411

Jennifer,

This is a real mystery. All the documentation was attached the last time I saw it. The addendum to the joint partnership was attached with Theresa Matista's wet signature on it. I also attached the emails that confirmed/approved the budget codes for each of the colleges. I have a copy of everything in my file that we can scan to you in to morning. UC won't issue an invoice for this year's payment until we issue them a PO.

Brenda, do you have any clue as to what happened to the attachments?

Kathleen

Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6733 | f. 916.608.6584 | Kathleen.kirklin@flc.losrios.edu

From: Alford, Jennifer
Sent: Thursday, November 13, 2014 5:12 PM
To: Kirklin, Kathleen; Wong, Barbara
Cc: Poon, Vivian; Haney, Brenda
Subject: RE: Globe Academy Joint Partnership Requisition - Regents of UC Davis, 0001006411

Hi Kathleen,

I do not have the invoice or any backup documentation in Purchasing to process a prepay. Is it in AOPS already?

From: Kirklin, Kathleen
Sent: Monday, November 10, 2014 6:41 PM
To: Alford, Jennifer
Cc: Poon, Vivian; Haney, Brenda
Subject: FW: Globe Academy Joint Partnership Requisition - Regents of UC Davis, 0001006411
Importance: High

Hi Jennifer,

Unfortunately, the processing of year 2 of 3 Globe Theater partnership requisition got hung up at the college/district level (some confusion on who was initiating the requisition). Theresa Matista asked me to handle it for the district.

Please process requisition 0001006411, Regents of UC Davis, immediately. UC can't issue an invoice for payment until they receive the purchase order. Thank you for expediting.

Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6733 | f. 916.608.6584 | Kathleen.kirklin@flc.losrios.edu

From: Vander Werf, Wenda
Sent: Thursday, October 23, 2014 10:52 AM
To: Kirklin, Kathleen
Subject: Globe Academy Joint Partnership Requisition

Kathleen,

Attached is the online requisition for the Globe Academy Joint Partnership requisition. I set the delivery location as DO Receiving, with Theresa Matista as "attention to". I did my best to find the correct administration location for each campus and the DO, so I hope the choices will allow the requisition to move forward smoothly.

Please let me know if there is other information I should have/could have included, or any changes that need to be made for my records for next year.

Thank you,

Wenda

916.608.6733 | vanderw@flc.losrios.edu

*“Knowledge is important, but much more important is the use toward which it is put.
This depends upon the heart and mind of the one who uses it.” The Dalai Lama*

From: [Delgado, Anita](#)
To: [Kirklin, Kathleen](#)
Subject: RE: UC Davis Amendment for Globe Education Academy
Date: Friday, November 14, 2014 11:07:27 AM
Attachments: [image001.png](#)
[image003.png](#)

Hi Kathleen,

Funds for the District share are budgeted in 5100 11 DS.CH.PROJ 67500 041H. Please use this account code on the requisition.

Thanks,
Anita Delgado
Fiscal Services Supervisor
X3050

From: Kirklin, Kathleen
Sent: Wednesday, October 22, 2014 11:28 AM
To: Matista, Theresa; Delgado, Anita; Williams, David
Subject: RE: UC Davis Amendment for Globe Education Academy

Will do.

Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
[p. 916.608.6733](tel:916.608.6733) | [f. 916.608.6584](tel:916.608.6584) | Kathleen.kirklin@flc.losrios.edu

From: Matista, Theresa
Sent: Wednesday, October 22, 2014 10:17 AM
To: Delgado, Anita; Williams, David
Cc: Kirklin, Kathleen
Subject: RE: UC Davis Amendment for Globe Education Academy

Kathleen,

Can you coordinate this? We will budget the District's share using the same account as last year.

Thanks much.

Theresa

From: Delgado, Anita
Sent: Wednesday, October 22, 2014 10:16 AM
To: Matista, Theresa; Williams, David
Cc: Kirklin, Kathleen
Subject: RE: UC Davis Amendment for Globe Education Academy

Theresa,

FLC prepared the requisition last year. See attached.

Anita

From: Matista, Theresa
Sent: Tuesday, October 21, 2014 5:45 PM
To: Williams, David
Cc: Delgado, Anita; Kirklin, Kathleen
Subject: RE: UC Davis Amendment for Globe Education Academy

Hi David,

Staff is assisting. I don't recall if the college does the requisition or DO does.

Theresa

From: Williams, David
Sent: Tuesday, October 21, 2014 10:57 AM
To: Matista, Theresa
Cc: Williams, David

Subject: FW: UC Davis Amendment for Globe Education Academy

Hi Theresa,

Do you need anything more on this? Davis is hitting me up for the installment. Let me know if you need anything from me. Thanks so much.

David Williams, Ph.D.

Dean, Planning & Research and Visual & Performing Arts
PAC-2260 (Harris Center)
Folsom Lake College
10 College Parkway, Folsom, CA 95630
Office: 916.608.6752

From: Williams, David
Sent: Tuesday, October 07, 2014 12:20 PM
To: Matista, Theresa
Cc: Kirklin, Kathleen; Rosenthal, Rachel; Williams, David
Subject: FW: UC Davis Amendment for Globe Education Academy

Hi Theresa,

UC Davis is requesting the annual installment for the Globe Education Academy. Is this enough?

David Williams, Ph.D.

Dean, Planning & Research and Visual & Performing Arts
PAC-2260 (Harris Center)
Folsom Lake College
10 College Parkway, Folsom, CA 95630
Office: 916.608.6752

From: Joyce Donaldson [<mailto:jedonaldson@ucdavis.edu>]
Sent: Friday, September 26, 2014 9:43 AM
To: Williams, David
Subject: FW: UC Davis Amendment

David, I honestly have no idea why this has been so tough this year! here is the darned agreement – and I don't think you missed a thing.....

Thanks for your assistance as always.

Joyce

JOYCE DONALDSON | ASSOCIATE TO THE EXECUTIVE DIRECTOR FOR ARTS EDUCATION | MONDAVI CENTER

jedonaldson@ucdavis.edu | www.MondaviArts.org | P: 530.754.5430 | F: 530.754.5519 | TDD: 530.754.5402



Kirklin, Kathleen

From: Matista, Theresa
Sent: Wednesday, October 22, 2014 10:17 AM
To: Delgado, Anita; Williams, David
Cc: Kirklin, Kathleen
Subject: RE: UC Davis Amendment for Globe Education Academy

Kathleen,

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Thanks much.

Theresa

From: Delgado, Anita
Sent: Wednesday, October 22, 2014 10:16 AM
To: Matista, Theresa; Williams, David
Cc: Kirklin, Kathleen
Subject: RE: UC Davis Amendment for Globe Education Academy

Theresa,

FLC prepared the requisition last year. See attached.

Anita

From: Matista, Theresa
Sent: Tuesday, October 21, 2014 5:45 PM
To: Williams, David
Cc: Delgado, Anita; Kirklin, Kathleen
Subject: RE: UC Davis Amendment for Globe Education Academy

Hi David,

Staff is assisting. I don't recall if the college does the requisition or DO does.

Theresa

From: Williams, David
Sent: Tuesday, October 21, 2014 10:57 AM
To: Matista, Theresa
Cc: Williams, David
Subject: FW: UC Davis Amendment for Globe Education Academy

Hi Theresa,

Do you need anything more on this? Davis is hitting me up for the installment. Let me know if you need anything from me. Thanks so much.

David Williams, Ph.D.

Dean, Planning & Research and Visual & Performing Arts
PAC-2260 (Harris Center)
Folsom Lake College
10 College Parkway, Folsom, CA 95630
Office: 916.608.6752

From: Williams, David
Sent: Tuesday, October 07, 2014 12:20 PM
To: Matista, Theresa
Cc: Kirklin, Kathleen; Rosenthal, Rachel; Williams, David
Subject: FW: UC Davis Amendment for Globe Education Academy

Hi Theresa,
UC Davis is requesting the annual installment for the Globe Education Academy. Is this enough?

David Williams, Ph.D.
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Folsom Lake College
10 College Parkway, Folsom, CA 95630
Office: 916.608.6752

From: Joyce Donaldson [<mailto:jedonaldson@ucdavis.edu>]
Sent: Friday, September 26, 2014 9:43 AM
To: Williams, David
Subject: FW: UC Davis Amendment

David, I honestly have no idea why this has been so tough this year! here is the darned agreement – and I don't think you missed a thing.....
Thanks for your assistance as always.
Joyce

JOYCE DONALDSON | ASSOCIATE TO THE EXECUTIVE DIRECTOR FOR ARTS EDUCATION | MONDAVI CENTER
jedonaldson@ucdavis.edu | www.MondaviArts.org | P: 530.754.5430 | F: 530.754.5519 | TDD: 530.754.5402



ROBERT AND MARGRIT MONDAVI CENTER FOR THE PERFORMING ARTS | UC DAVIS

Kirclin, Kathleen

From: Delgado, Anita
Sent: Wednesday, October 22, 2014 10:16 AM
To: Matista, Theresa; Williams, David
Cc: Kirclin, Kathleen
Subject: RE: UC Davis Amendment for Globe Education Academy
Attachments: FW: Regents of UC PO 1073323

Theresa,

FLC prepared the requisition last year. See attached.

Anita

From: Matista, Theresa
Sent: Tuesday, October 21, 2014 5:45 PM
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Cc: Delgado, Anita; Kirclin, Kathleen
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To: Williams, David

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ROBERT AND MARGRIT MONDAVI CENTER FOR THE PERFORMING ARTS | UC DAVIS

Kirklin, Kathleen

From: Di Guilio, Ray
Sent: Tuesday, October 28, 2014 8:38 AM
To: Kirklin, Kathleen; Smedley, Laduan; Wathen, Cory
Cc: Matista, Theresa
Subject: RE: Globe Academy

Kathleen-

We have processed the required budget transfer totaling \$1,875 into the budget string listed below. We should be good to go.

Ray

From: Kirklin, Kathleen
Sent: Friday, October 24, 2014 5:46 PM
To: Di Guilio, Ray; Smedley, Laduan; Wathen, Cory
Cc: Matista, Theresa
Subject: Globe Academy
Importance: High

Gentlemen,

Currently, the requisition for Globe Academy doesn't pass budget check. When I did a Budget Balance Summary query, no 67500 line item has been established for ARC, CRC or SCC using last year's project/grant code. We all must use Program code 67500 and a Fund 11 resource.

Please confirm the account string used last year (listed below) is correct. Then email authorization and confirmation to me that the JE to set up the line item for your college has been submitted.

There are line items already established for District and FLC.

I will forward a copy of the requisition /PO once completed for your records. Under the current agreement we have one more payment due in 2015-16.

Thank you.

Kathleen

Distributions for Schedule 1

PO ID: 0001073323 Line: 1 Sched: 1 Item: 3-YEAR GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS

Status: Closed Sched Qty: 1.0000

Distribute By: Quanty Merchandise Amount: 12,500.00 USD

Doc. Base Amount: 12,500.00 USD

Distributions													
Chartfields	Quantity	Amount	PO Qty	Merchandise Amt	GL Unit	Account	Fund	Dept	Program	Class	PC Desc	Project	Location
1	Closed	40.0000	0.4000	5,000.00	USD	GENFD 5100	11	DS.CH.PROJ	67500	00000		041H	03BS
2	Closed	15.0000	0.1500	1,875.00	USD	GENFD 5100	11	AR.W.OFFC	67500	00000		101F	03BS
3	Closed	15.0000	0.1500	1,875.00	USD	GENFD 5100	11	CR.CP.OFFC	67500	00000		061E	03BS
4	Closed	15.0000	0.1500	1,875.00	USD	GENFD 5100	11	FL.CP.OFFC	67500	00000		101E	03BS
5	Closed	15.0000	0.1500	1,875.00	USD	GENFD 5100	11	SC.VA.INST	67500	00000		101E	03BS



Kathleen Kirklin | Vice President, Administration
 Folsom Lake College | 10 College Parkway | Folsom, CA 95630
 p. 916.608.6733 | f. 916.608.6584 | Kathleen.kirklin@flc.losrios.edu

Kirklin, Kathleen

From: Kirklin, Kathleen
Sent: Wednesday, November 05, 2014 6:39 PM
To: Wathen, Cory
Subject: RE: Globe Academy - 2nd Request

Online requisition has cleared budget check. Thank you.



Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6733 | f. 916.608.6584 | Kathleen.kirklin@flc.losrios.edu

From: Kirklin, Kathleen
Sent: Wednesday, November 05, 2014 9:58 AM
To: Wathen, Cory
Subject: RE: Globe Academy - 2nd Request

Cory,

The journal entry still isn't posted. Could you please have Barbara expedite this – ask fiscal to post right away. Thank you.

Kathleen



Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6733 | f. 916.608.6584 | Kathleen.kirklin@flc.losrios.edu

From: Wathen, Cory
Sent: Tuesday, November 04, 2014 9:13 AM
To: Kirklin, Kathleen
Subject: RE: Globe Academy - 2nd Request

Sorry. Thought I had taken care of this. I asked Barb to setup the account, except with a 101E proj/grant so it's consistent with the other campuses. Is that ok?

From: Kirklin, Kathleen
Sent: Monday, November 03, 2014 5:43 PM
To: Wathen, Cory
Subject: FW: Globe Academy - 2nd Request
Importance: High

Hi Cory,

CRC is the only college that hasn't confirmed their budget string for the Globe Academy invoice. I cannot complete processing of the requisition. Please set up an account for CRC's prorated share - \$1,875. GENFD 5100 11 CR.CP.OFFC 67500 00000 061E

See my email of October 24 below. Thank you for expediting.

Kathleen



Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6733 | f. 916.608.6584 | Kathleen.kirklin@flc.losrios.edu

From: Kirklin, Kathleen
Sent: Friday, October 24, 2014 5:46 PM
To: Di Guilio, Ray; Smedley, Laduan; Wathen, Cory
Cc: Matista, Theresa
Subject: Globe Academy
Importance: High

Gentlemen,

Currently, the requisition for Globe Academy doesn't pass budget check. When I did a Budget Balance Summary query, no 67500 line item has been established for ARC, CRC or SCC using last year's project/grant code. We all must use Program code 67500 and a Fund 11 resource.

Please confirm the account string used last year (listed below) is correct. Then email authorization and confirmation to me that the JE to set up the line item for your college has been submitted.

There are line items already established for District and FLC.

I will forward a copy of the requisition /PO once completed for your records. Under the current agreement we have one more payment due in 2015-16.

Thank you.

Kathleen

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 0001073323 Line: 1 Sched: 1 Item: 3-YEAR GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS
Status: Closed Sched Qty: 1.0000
Distribute By: Quant Merchandise Amount: 12,500.00 USD
Doc. Base Amount: 12,500.00 USD

Distributions													Personal
Dist	Status	Percent	PO Qty	Merchandise Amt	GL Dist	Account	Fund	Dept	Program	Class	PC Dist Unit	Project	Location
1	Closed	40.0000	0.4000	5,000.00 USD	GENFD	5100	11	DS.CH.PROJ	67500	00000		041H	03BS
2	Closed	15.0000	0.1500	1,875.00 USD	GENFD	5100	11	4R.VI.OFFC	67500	00000		101F	03BS
3	Closed	15.0000	0.1500	1,875.00 USD	GENFD	5100	11	CR.OP.OFFC	67500	00000		061E 101E	03BS
4	Closed	15.0000	0.1500	1,875.00 USD	GENFD	5100	11	FL.OP.OFFC	67500	00000		101E	03BS
5	Closed	15.0000	0.1500	1,875.00 USD	GENFD	5100	11	SC.VA.INST	67500	00000		101E	03BS

Kirklin, Kathleen

From: Smedley, Laduan
Sent: Monday, November 03, 2014 5:53 PM
To: Kirklin, Kathleen
Subject: RE: Globe Academy - need a confirmation email

Hi Kathleen,

Sorry about that.

Yes, the SCC account below has been set up for the Globe Academy 2014-15 invoice, in the amount of \$1,875. Please use the aforementioned account for this transaction. Thanks!

Laduan

Laduan Smedley
Vice President of Administrative Services
Sacramento City College
3835 Freeport Blvd
Sacramento, CA 95822
(916) 558-2120
Smedlel3@scc.losrios.edu

From: Kirklin, Kathleen
Sent: Monday, November 03, 2014 5:46 PM
To: Smedley, Laduan
Subject: RE: Globe Academy - need a confirmation email
Importance: High

Hi Laduan,

I need you to send me an email confirming SCC's account number for its share (\$1,875) of the Globe Academy 2014-15 invoice. I can see that the account is already set up but Purchasing does require that I attach documentation of your acknowledgement/approval.

Thanks.

Kathleen



Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6733 | f. 916.608.6584 | Kathleen.kirklin@flc.losrios.edu

From: Kirklin, Kathleen
Sent: Friday, October 24, 2014 5:46 PM
To: Di Guilio, Ray; Smedley, Laduan; Wathen, Cory

Cc: Matista, Theresa
Subject: Globe Academy
Importance: High

Gentlemen,

Currently, the requisition for Globe Academy doesn't pass budget check. When I did a Budget Balance Summary query, no 67500 line item has been established for ARC, CRC or SCC using last year's project/grant code. We all must use Program code 67500 and a Fund 11 resource.

Please confirm the account string used last year (listed below) is correct. Then email authorization and confirmation to me that the JE to set up the line item for your college has been submitted.

There are line items already established for District and FLC.

I will forward a copy of the requisition /PO once completed for your records. Under the current agreement we have one more payment due in 2015-16.

Thank you.

Kathleen

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 0001073223 Line: 1 Sched: 1 Item: 3-YEAR GLOBE ACADEMY JOINT PARTNERSHIP MASTERCLASS
 Status: Closed Sched Qty: 1.0000
 Distribute By: Quanty Merchandise Amount: 12,500.00 USD
 Doc. Base Amount: 12,500.00 USD

Distributions													Personnel
Dist	Status	Percent	PO Qty	Merchandise Amt	GL Unit	Account	Fund	Dept	Program	Class	PC Des Unit	Project	Location
1	Closed	40.0000	0.4000	5,000.00 USD	GENFD	5100	11	DS.CH.PROJ	67500	00000		041H	03BS
2	Closed	15.0000	0.1500	1,875.00 USD	GENFD	5100	11	AR.VI.OFFC	67500	00000		101F	03BS
3	Closed	15.0000	0.1500	1,875.00 USD	GENFD	5100	11	CR.CP.OFFC	67500	00000		051E	03BS
4	Closed	15.0000	0.1500	1,875.00 USD	GENFD	5100	11	FL.CP.OFFC	67500	00000		101E	03BS
5	Closed	15.0000	0.1500	1,875.00 USD	GENFD	5100	11	SC.VA.INST	67500	00000		101E	03BS



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**LOS RIOS COMMUNITY COLLEGE DISTRICT
BUDGET ENTRY**

Location		Budget Period	Business Unit	Ledger Group	Reference #	Header Information					Description		
ARC	FLC	2015	GENFD	PROJ_GRT	S352								
CRC	DS/DO												
EDC	SCC												
EWC	OTHER												
Line #	PR	Business Unit	Account	Fund	Dept	Program	Class	Budget Period	Project	Debit	Credit	FTE	Line Description (30 Characters)
1		GENFD	5100	11	SC.VA.INST	67500	00000	2015	101E	2,000			Glove Academy
2		GENFD	6490	11	SC.VA.INST	61300	00000	2015	041A		2,000		Glove Academy
3								2015					
4													
5													
6													
7													
8													
9													
10													

DO NOT INSERT ADDITIONAL ROWS ABOVE THIS LINE. USE BUDGET ENTRY - UPLOAD TEMPLATE IF MORE THAN 10 LINES.

2,000 2,000
Ck Total

Fiscal Services Use Only

Journal #: _____ Journal Date: _____

Input Date: _____ By: _____

Prepared By: **Wattier, T** Date: **10/28/14**
 Appropriate Administrative Approval

Vendor Code
30352

DATE September 3, 2013 **Regents of UC**

P.O. NO. **1073323**

Approved
29/9/13
Terms
9/11
F.O.B.

VENDOR Mondavi Center for the Performing Arts
Cashiers Office
ADDRESS PO Box 989062
CITY West Sacramento STATE CA ZIP 95798-9062
PHONE 530-754-5000 FAX 530-754-5519

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

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES *Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Year 1 Invoice of 3 Year Globe Academy Joint Partnership				
2					
3	LRCCD Chancellor's Office				
4	GENFD 5100 11 DS.CH.PROJ 67500 041H				5,000 40%
5	American River College				
6	GENFD 5100 11 AR.VI.OFFC 67500 00000 101F				1,875 15%
7	Cosumnes River College				
8	GENFD 5100 11 CR.CP.OFFC 67500 00000 061E				1,875 15%
9	Folsom Lake College				
10	GENFD 5100 11 FL.CP.OFFC 67500 00000 101E				1,875 15%
11	Sacramento City College				
12	GENFD 5100 11 SC.VA.INST 67500 00000 101E				1,875 15%
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax	Total	12,500
This purchase is in compliance with the requirements of				
Program Director/Coordinator Signature INVOICE ATTACHED	Program Name For grants/special projects			
Project/Grant Number				

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. **DAVID WILLIAMS**
Wenda Vander Werf 9/3/13
REQUESTED BY: TYPED/PRINT DATE
Wg Vandewerf 9/3/13
REQUESTED BY: SIGNATURE DATE
William Huber 9/4/13
AUTHORIZED, DEAN OR AUTHORIZED SIGNATURE 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