

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 0001080035

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 02/09/2015	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: HENDRICKST GALLARZC		Location / Dept 04CYPH210

Vendor: 0000006424
 AMAZON.COM
 BILLING DEPARTMENT
 P O BOX 80463
 SEATTLE WA 98108

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 United States

email:

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	DJI IOSD MINI ON-SCREEN DISPLAY FOR REAL-TIME FLIGHT INFORMATION (BLACK)	1.00	EA	64.00	64.00	02/23/2015

AMAZON ORDER#: 111-0517603-2605045

Sub Total Amount	64.00
Sales Tax Amount	5.12
Total PO Amount	69.12

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.VTEA	22061	00000	316C	69.12	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.

DO NOT SEND TO VENDOR

Authorized Signature

[Handwritten Signature] 2/12/15

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.

1/15 Ret'd to Area 3 Incomplete. **Los Rios Community College District**

Requisition

Page ____ of ____

CAT6 Box unsigned

REC'D BUSINESS SERVICES
 Rcvd Completed
 2015 JAN -9 P 12: 08

Req. No. **808903**
 P.O. NO.

Vendor Code
 Approved by / Date
 Reviewed by / Date
 Dispatched Method / Date

DATE **12/22/14**
 VENDOR **Amazon.com**
 ADDRESS
 CITY STATE ZIP
 PHONE FAX

DELIVERY INSTRUCTIONS
04 Cap H 210
 Location Code
FUC College/District Location
GED/GS Department
OutaTeh Division
2/1/14 Date Required

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	1/29/15 Rcvd Completed Rcvd w/ CAT6 BOX signed				
2					
3					
4	DJI iOSD mini onscreen	1	ea	69.00	69.00
5	Display for Real-Time flight				
6	Info (BLACK)				
7	see attached.				
8					
9					
10					
11				Sud	69.00
12				SH	0
13					

Purchases Charged to Categorical Programs, Grants or Special Projects
 This purchase is in compliance with the requirements of **VTEA**
 Program Name
Wm Hamell For grants/special projects
 Program Director/Coordinator Signature
316C Project/Grant Number
 Program Goal/Objective Number/Explanation
 Sales Tax **5.52**
Total **74.52**

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: **Theresa D. ...** TYPED/PRINT DATE **12/22/14**
 REQUESTED BY: **[Signature]** SIGNATURE DATE **12/22/14**
 AUTHORIZED: **[Signature]** DEAN OR AUTHORIZED SIGNATURE DATE **1/30/15**
 APPROVED: **[Signature]** VICE PRESIDENT ADMINISTRATION DATE **1/30/15**

GENERAL / 4300 / 12 / FL VI. VTEA

Bus. Unit	Account	* Fund	Org	Amount
22061	00000	2015	316C	\$ 74.52
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account	* Fund	Org	Amount
Program	Sub-Class	BY	Proj/Grnt	Amount

* 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

FREE Two-Day Shipping

FREE Two-Day Shipping on this Order: Theresa D. Hendricks, get fast, free shipping on this order by selecting "FREE Two-Day Shipping with a free trial of Amazon Prime" below.
» [Learn More](#)

Estimated delivery: Dec. 30, 2014 - Jan. 5, 2015



DJI iOSD Mini On-Screen Display for Real-Time Flight Information (Black)

\$69.00

Amazon Prime eligible [Join now](#)

Quantity: 1 [Change](#)

Sold by: [Sonic Copters](#)

[Add gift options](#)

Choose a delivery option:

- FREE Two-Day Shipping with a free trial of amazon Prime — get it Wednesday, Dec. 24
- **FREE Shipping** — get it Dec. 30 - Jan. 5
- Standard Shipping — get it Friday, Dec. 26
- Two-Day Shipping — get it Wednesday, Dec. 24
- One-Day Shipping — get it tomorrow (Dec. 23)

Place your order

Order Summary

Items:	\$69.00
Shipping & handling:	\$5.01
Free shipping:	-\$5.01

Total before tax:	\$69.00
Estimated tax to be collected:	\$0.00

Order total: \$69.00

Qualifying offers:

- Free shipping

[How are shipping costs calculated?](#)

Los Rios Community College District

Page ____ of ____

Ret'd to Area 3 - Incomplete.
CATG Box unsigned

Requisition

REC BUSINESS SERVICES
Rcvd Completed REX
2015 JAN -9 P 12:08

Req. No. **808903**
P.O. NO.

Vendor Code
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE **12/22/14**
VENDOR **Amazon.com**
ADDRESS
CITY STATE ZIP
PHONE FAX

DELIVERY INSTRUCTIONS
04/CgpH 210
Location Code
FUC
College/District Location
OutaTeh
Division
GED/GS
Department
2/1/14
Date Required

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	1/29/15 Rcvd Completed REX w/ CATG BOX signed				
2					
3					
4	DJI iOSD mini onscreen	1	ea	69.00	69.00
5	Display for Real-time flight				
6	Info (BLACK)				
7	see attached.				
8					
9					
10					
11				Sud	69.00
12				S/H	0
13					

Purchases Charged to Categorical Programs, Grants or Special Projects
This purchase is in compliance with the requirements of _____
Program Name **VTEA**
Program Director/Coordinator Signature **Ben Hamell** For grants/special projects Project/Grant Number **316C**
Sales Tax **5.52**
Total **74.52**

MP
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: **Theresa D. Hendricks** TYPED/PRINT DATE **12/22/14**
REQUESTED BY: **[Signature]** SIGNATURE DATE **12/22/14**
REQUESTED BY: **[Signature]** SIGNATURE DATE **1/6/15**
AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE
APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

GENED / 4300 / 12 / FL VI. VTEA
Bus. Unit Account * Fund Org
22061 / 00000 / 2015 / 316C \$ 74.52
Program Sub-Class BY Proj/Grnt Amount
Bus. Unit Account * Fund Org
Program Sub-Class BY Proj/Grnt Amount
* 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

From: [Haney, Brenda](#)
To: [Anderson, Jae](#)
Subject: RE: REQs: 808899, 808901, 808903_ Recirculating Equipment Requisitions
Date: Wednesday, January 28, 2015 3:28:47 PM
Attachments: [RET"D TO AREA 3 INCOMPL REQ# 808903 AMAZON.COM.PDF](#)
[RET"D TO AREA 3 INCOMPL REQ# 808901 APPLE INC.PDF](#)
[RET"D TO AREA 3 INCOMPL REQ# 808899 B&H PHOTO.PDF](#)

Hi Jae – Have not seen these three REQs in any of our Incoming Mail today - any knowledge of their whereabouts.

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, January 27, 2015 3:21 PM

To: Anderson, Jae

Subject: RE: REQs: 808899, 808901, 808903_ Recirculating Equipment Requisitions

Will look out for the return of these and get them processed.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Anderson, Jae

Sent: Tuesday, January 27, 2015 3:06 PM

To: Haney, Brenda

Subject: RE: REQs: 808899, 808901, 808903_ Recirculating Equipment Requisitions

Hi Brenda

These are on the way back with Monica's signature. We have talked to the Area about filling out the form and proper routing.

Jae A. Anderson

Administrative Assistant to the

Vice President of Instruction

Folsom Lake College

(916) 608-6899

From: Haney, Brenda

Sent: Friday, January 23, 2015 4:08 PM

To: Anderson, Jae; Pactol, Monica

Subject: REQs: 808899, 808901, 808903_ Recirculating Equipment Requisitions

These three REQs have been forwarded to office - for review and approval – as requested:
Area 3 has obtained Fund 12 Approval – that was missing when first submitted to BSO on 1/9/15.
However – all three do not appear to have been signed off by VPI.

Best Regards,

Brenda Haney

Business Services

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

☎ 916.608.6635 |

✉ haneyb@flc.losrios.edu

Los Rios Community College District

Requisition

unsigned / VTEA

Page _____ of _____

TEC BUSINESS SERVICES

Req. No.	808903
P.O. NO.	

Vendor Code _____ DATE 12/22/14 2015 JAN -9 P 12: 08

Approved by / Date _____ VENDOR Amazon.com

Reviewed by / Date _____ ADDRESS _____

Dispatched Method / Date _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

DELIVERY INSTRUCTIONS

OK Cap H 210
Location Code

FCC 6E06/S
College/District Location Department

Outa Teh 2/1/14
Division Date Required

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					
3					
4	<u>DJI iOSD mini onscreen</u>	<u>1</u>	<u>ea</u>	<u>69.00</u>	<u>69.00</u>
5	<u>Display for Real-Time Flight</u>				
6	<u>Info (BLACK)</u>				
7	<u>see attached.</u>				
8	<u>ry.</u>				
9					
10					
11				<u>Sud</u>	<u>69.00</u>
12				<u>SH</u>	<u>0</u>
13					

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of VTEA Program Name

For grants/special projects 316C Project/Grant Number

Program Director/Coordinator Signature _____

Program Goal/Objective Number/Explanation _____

Sales Tax	<u>5.52</u>
Total	<u>\$ 74.52</u>

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: Theresa D. Lindrich TYPED/PRINT DATE 12/22/14

REQUESTED BY: [Signature] SIGNATURE DATE 1/6/15

AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE DATE _____

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

GENED / 4300 / 12 / FL VI. VTEA

Bus. Unit	Account	* Fund	Org	
<u>22061</u>	<u>08000</u>	<u>2015</u>	<u>316C</u>	<u>\$ 74.52</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account	* Fund	Org	
				\$
Program	Sub-Class	BY	Proj/Grnt	Amount

* 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

Perkins IV, Title I, Part C
Checklist Form

Please indicate which of the requirements are met by this expenditure (check all that apply).

- Strengthen academic and career technical skills of students through integration
- Link CTE secondary and postsecondary programs (at least 1 program of study)
- Provide students with strong experience and understanding in all aspects of an industry Work-Based Learning (WBL)
- Develop, improve or expand use of technology
 - Professional development
 - Evaluate programs with emphasis on special populations
- Initiate, improve, expand and modernize quality programs
- Provide activities, services and be of sufficient, size, scope and quality
 - Prepare special populations for high skill, high wage, or high demand, occupations

Please indicate which of the permissive uses are met by this expenditure (check all that apply).

- Involve parents, business and labor in planning & operation
- Career guidance & academic counseling
- Business Partnerships - Work-related experiences for students or faculty
- Programs for special populations
- CTE student organizations
- Mentoring & support services
- Upgrading equipment
 - Teacher preparation programs
 - Improving and developing new CTE courses including distance education
- Assist transition to BA degree programs
 - Support entrepreneurship education
 - Initiatives for secondary students obtaining postsecondary credit to count towards an AA/AS or BA/BS degree
 - Support small CTE learning communities
 - Family & consumer sciences
 - Job placement programs
 - Support Nontraditional activities
 - Pooling funds
 - Teacher preparation, data and accountability, assessments
 - Support other CTE programs

What is your current balance in the budget string you are charging? 267.62

Thank you!

4300 / 22061 / 3166

*special populations - students with disabilities, socioeconomically disadvantaged, displaced homemakers, students preparing for non-traditional careers, single parents, students with limited English proficiency.

**nontraditional careers - occupations for which individuals from one gender comprise less than 25% of individuals employed in that occupation.